

# CHORAL/VOCAL LIBRARY POLICIES

## **ACCESS & FEES:**

- The ISM Choral/Vocal Library is available to anyone who registers with the ISM as a library cardholder. Any person wishing to register must fill out the Choral/Vocal Library registration form; non-ISM entities must pay a non-refundable fee. For the 2005-2006 fiscal year the fee is \$50. Individual persons as well as organizations may register.
- Registration does NOT entitle anyone to personal access to the library stacks. A registered person/organization who wishes to access library materials must contact the Choral/Vocal Librarian, either by phone (203-432-3220) or by e-mail (ismchorallibrarian@yale.edu). Please allow 5 working days for the request to be processed.
- Access to the materials is only available when school is in session.
- The materials may not be marked with anything other than pencil. Before returning the materials, the borrower is responsible for looking through all the materials to make sure that any marks that were made are completely erased.
- The ISM reserves the right to terminate borrowing privileges at any time.

## **BORROWING & CIRCULATION:**

### **LOAN PERIODS**

- The initial loan period for students, staff, and outside individuals and organizations is four (4) weeks; faculty may borrow for a semester.

### **RENEWALS**

- Renewals must be done ON OR BEFORE the due date. Borrowers may renew items either by e-mail (ismchorallibrarian@yale.edu) or telephone (203-432-3220). Materials may also be renewed by presenting them to the Choral/Vocal Librarian at the ISM.

### **RETURN OF MATERIALS**

- During library hours (weekdays, 8:30am-5pm), materials must be returned to the ISM Choral/Vocal Librarian or the Choral/Vocal Assistant. Patrons are responsible for all materials charged out until the items are discharged.
- Materials may also be returned to the ISM Choral/Vocal Librarian by mail. If the materials are mailed, the borrower may wish to insure the materials during transit and/or choose a service that will provide a tracking number.

- Recalled materials: Overdue recalled materials are subject to a fine of \$2.00 per day. Patrons are notified by mail when an item has been recalled. The item is due 8 days after placement of the recall at which time fines begin to accrue.

#### OVERDUE MATERIALS

- The receipt placed in the materials at the time it is borrowed is the library's official notice that the materials will be due on that date, unless it is called back earlier for another patron. The borrower is responsible for the return or renewal of the item on or before the due date.

#### NOTICES

- The Library sends an overdue notice one week after an item is due. A final notice, sent three weeks after the item is due, requires the return of the overdue item by a specific date in order to avoid billing for replacement fees.
- Notices are mailed to addresses supplied on the Choral/Vocal Library Registration form. The borrower is responsible for notifying the library promptly of any change in address.
- Since the due date appears on the receipt, failure to receive notices does not affect the assessment of fines.

#### FINES

- Fines are assessed beginning the first day the materials become overdue at the rate of \$0.50 per day for individual pieces and \$2.00 per day for a collection of borrowed works.
- Fines are due when the materials are returned.
- Billing for replacement of lost or long-overdue material: Materials that have not been returned 35 days after the due date will be declared LOST automatically. The patron will be assessed an Unreturned Materials Fee (which will equal the replacement cost of the materials) and a *non-refundable* \$20.00 Processing Fee, as well as the overdue fines. Borrowing privileges will be revoked until these fees have been paid.

#### CONDITION OF SCORES:

- All scores must be returned in the same condition as when they were checked out.
- All score markings must be made in pencil. If pen markings are found on a score, the score will be declared LOST and a bill will be issued to the borrower per Library procedures.
- Remove all paperclips, sticky notes, etc. from the scores prior to returning them.
- Do not affix tape to any score. If the score needs repairing, bring it to the Choral/Vocal Librarian for repairs.

- Do not punch holes in any scores. If holes are punched into a score, the score will be declared LOST and a bill will be issued to the borrower per Library procedures.

#### **CONTACT INFORMATION:**

- ISM Choral/Vocal Librarian  
phone: (203) 432-3220  
e-mail: [ismchorallibrarian@yale.edu](mailto:ismchorallibrarian@yale.edu)
- Laura Chester – Choral/Vocal Assistant  
phone: (203) 432-9671  
e-mail: [laura.chester@yale.edu](mailto:laura.chester@yale.edu)
- Jenna-Claire Kemper – Choral/Vocal Administrator  
phone: (203) 432-5184  
e-mail: [jenna-claire.kemper@yale.edu](mailto:jenna-claire.kemper@yale.edu)

#### **LIBRARY HOURS:**

- Monday – Friday: 8:30am-5pm
- Saturday & Sunday: closed
- By appointment