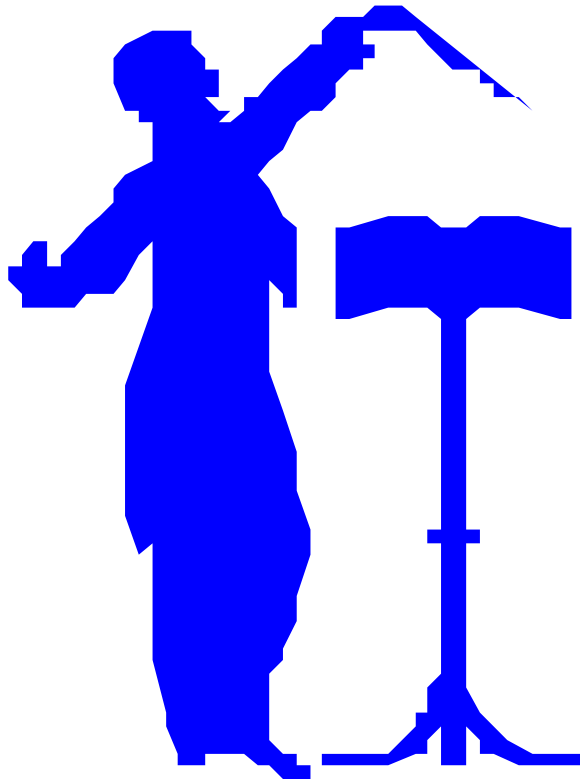




# *Music Library*



*Wayne-Finger Lakes BOCES  
Instructional Media Center  
121 Drumlin Court  
Newark, New York 14513-1863*

**Wayne-Finger Lakes BOCES  
Instructional Media Center**

**Music Library  
Policies and Procedures**

**Borrowing**

1. Music will be available to borrowers on a first-come, first serve basis.
2. Music may be borrowed for one semester. Semesters will run as follows:
  - 1st semester - September 1 through January 15
  - 2nd semester - January 16 through June 10
3. Prior to returning music, the borrower shall:
  - Collate choral music in numerical order
  - Collate band/orchestra music in score order with the score on top
  - Repair all torn pages and erase all marks

**Procedures for overdue music**

1. Overdue notices will be sent to the borrower when music is not returned on time.
2. If music is not returned after TWO overdue notices, a bill for replacement cost will be sent to the district.

**Procedures for lost music**

1. Replacement of lost or stolen music is the responsibility of the borrower.
2. Replacement should be completed in a timely manner to ensure that material is available for other borrowers.

**Music Order Form**

**Return completed form to:  
INSTRUCTIONAL MEDIA CENTER  
121 Drumlin Ct., Arcadia/York Bldg.  
Newark, NY 14513  
Phone (315)332-2100 Fax (315)331-7317**

**Borrower** \_\_\_\_\_

**District** \_\_\_\_\_

**Request Date** \_\_\_\_\_ **Semester** \_\_\_\_\_

<b>Name of Selection(s)</b>	<b>Lib #</b>	<b>Copies</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

**\* All music checked out of the BOCES Music Library becomes the responsibility of the borrower, they will be responsible to replace any lost or damaged music.**