

Borrowing Performance Sets from Special Collections & Archives

Requests for Performance sets should be made to Special Collections & Archives specialcollections@gub.ac.uk

Requesting a Performance Set

Please complete the online form '[Application for Performance of Music from Special Collections](#)'. We usually require 4 weeks advance notice.

Costs

- Postage and packing (dispatch and return)
- Replacement in the event of damage or loss
- Overdue fees due if return delayed beyond agreed date

Collecting Sets

SCA will contact you when a Performance Set is ready for collection. Collection should normally be arranged for Monday-Friday between 10.00 and 16.00. Alternative time may be agreed by prior arrangement.

You will be required to sign the Set out for our records.

Loan Period

This can be negotiated on a case by case basis, with an option to renew if necessary.

Public Performance

It is the responsibility of the borrower to ensure compliance with performance and copyright legislation. Please acknowledge Queen's University Belfast in programme information for supply of Performance Sets.

Returning Sets

The loan period will be agreed when you borrow the Set, renewals by arrangement with SCA only. Sets should be returned directly to SCA on the date agreed.

The nominated member of your group responsible for borrowing the Set should also return it. They will be required to sign the Set back into stock, SCA will confirm all parts have been received when the condition report is completed.

Remove all pencil markings, notes and loose matter before returning Sets.

Please

1. check all parts against inventory supplied as part of your Borrower Agreement with SCA before returning
2. ensure Parts are in correct order, this will speed up processing your returned materials
3. return Sets in binding/box in which they were supplied

Lost/Damaged Material

Full replacement costs will be due if any copies are lost or damaged, this may include binding charges. An Administration fee of £10.00 will also be added for each part which needs to be replaced.

Groups or societies with outstanding charges are not permitted to borrow other materials until all materials have been returned complete and overdue fees or replacement charges have been paid in full.

This service will be suspended for groups or societies who persistently fail to return parts or damage materials borrowed.

What is included in a Set?

[Harty Collection \(MS14\) Performance Sets](#)

Care of materials

Marking

If it is necessary to mark materials for performance please use PENCIL only, B or 2B. These Performance Sets will be used by others after you so you must erase all marks before you return the materials to SCA.

Paperclips, sticky tape, staples must not be used. Post-its may be used to mark places etc ... Repair or replacement charges may be levied for damaged materials.

Please do not

- fold pages or turn down corners
- re-number pages or parts
- draw lines through pages – use Post-it notes to highlight omissions for your particular performance

Please

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3. return Sets in binding/box in which they were supplied