

Borrowing Sir Hamilton Harty Performance Sets from Special Collections & Archives

Initial enquiries regarding Hamilton Harty Performance Sets should be made to Special Collections & Archives (SCA): specialcollections@qub.ac.uk

Please read this document before you make your request. We require at least 4 weeks advance notice.

What is included in a Performance Set?

List of Hamilton Harty Performance Sets can be found at Appendix 1: [MS14 Harty1.pdf](#)

It should be noted that many of these scores and musical parts contain manuscript conductor markings from Sir Hamilton Harty. This may be welcomed or prove a hindrance to your use of the performance set. It is advised to consult the originals before ordering or to ask for a sample if travel to Special Collections is not possible.

Print Facsimiles or Digital Copies

We no longer create print facsimiles as photocopying damages original manuscripts. We can however make digital copies. It is up to the requester to print the physical copies once they have received the digital copies.

Digital Copy Process

There is a charge for digital copies of the performance sets as it requires a significant amount of staff time to create the copies. The charges on our [Reprographics | Information Services | Queen's University Belfast](#) will give some indication but a final charge will be agreed with the requester depending on the number of images required. A requester must agree to a specific number of copies of each item.

Once the order has been confirmed we ask that you complete the [Application for Performance of Music from Special Collections](#) (included at the end of this document).

Payment is received via our Online Payment Facility [Special Collections Payment Options - Products - Queen's University Belfast](#)

The digital files are transferred via QUB Dropoff [Dropoff](#)

Print Facsimile Process

Costs for print facsimiles involve the following:

- Administration cost of £35
- Postage and packing (dispatch and return)
- Replacement in the event of damage or loss
- Overdue fees if return delayed beyond agreed date

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Collecting Sets and Loan Period

SCA will contact you when a Performance Set is ready for collection. The loan period can be negotiated on a case by case basis, with an option to renew if necessary.

Returning Sets

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. The set will be signed 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.
- Check all parts against inventory supplied as part of your Borrower Agreement with SCA before returning
- Ensure parts are in correct order, this will speed up processing your returned materials
- 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.

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-it notes 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

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.

APPLICATION FOR PERFORMANCE OF MUSIC FROM
SPECIAL COLLECTIONS (Print or Digital)

NAME OF ORCHESTRA:

ADDRESS OR REHEARSAL VENUE:

TELEPHONE:

CONDUCTOR (NAME & CONTACT DETAILS):

Please fill out this box if [printed facsimiles](#) of the material are available. Special Collections staff will inform you of this.

DESCRIPTION OF MATERIAL TO BE BORROWED

COMPOSER:

TITLE OF WORK:

DATE:

SHELFMARK:

SCORE INCLUDED:

NUMBER OF PARTS:

DATE/S OF PERFORMANCE:

PLACE & OCCASION OF PERFORMANCE:

DATE OF RETURN:

Please note that the score/parts must be returned within 1 week of the performance, charges will be imposed for late return.

Please fill out this box if [digital copies](#) of the material are available. Special Collections staff will inform you of this.

DESCRIPTION OF MATERIAL TO BE BORROWER:

COMPOSER:

TITLE OF WORK:

DATE:

SHELFMARK:

SCORE INCLUDED (how many copies will you make?):

NUMBER OF PARTS (how many copies of each part will you make?):

DATES OF PERFORMANCE:

PLACE & OCCASION OF PERFORMANCE:

NAME OF BORROWER:

CONTACT NUMBER:

EMAIL ADDRESS:

SIGNATURE:

DATE:

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