

## **Library and Loans Policy**

### **Rationale:**

The Organisation has amassed a significant collection of music. There is clearly a need to ensure that this valuable resource is managed properly to ensure that music is not lost and kept in good working order. The purpose of this policy is to set out key principles and procedures that maintain the library in good order.

### **Aims;**

- To ensure the library is kept in good order
- That music is removed/ returned in an organised and timely fashion
- To enable librarians of both bands to monitor which band has got what
- To ensure loans away from the band are carefully controlled and minimise any possibility of music being lost

### **Policy and practice;**

- The Medway Towns Band stores all its music in a central store. Both bands have access to the library.
- All items in the library are collated and numbered, and registered electronically on a spreadsheet for ease of administration. A hard copy of this spread sheet is kept in the library room.
- Each set of music is kept in a numbered folder.
- No set of music should be returned to the library until the set has been checked as complete.
- Each Band has a nominated librarian.
- To make sure all music is accounted for, only the nominated librarians are to remove music from the library.
- Each librarian will be responsible for and keep track of music taken out for use by their band.
- Loans to members for use away from the bands will be made at the discretion of each librarian, but a record will be made of any loans including date, exact item and name of member taking out the loan. The member will sign the record and the librarian and the member concerned are responsible for the loan once it is out of the library. In the event of any loss, the member will be responsible for the cost of a replacement set.
- Any new sets of music will be collated and registered by the librarians. The spreadsheet will be updated accordingly to make sure the library is up to date.
- The librarians are responsible for the management and organisation of music once taken out of the library.
- Only music purchases authorised by the Management Committee will be paid for out of Organisation funds.

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