

Montana Association of Symphony Orchestras
MASO Library Policies
Effective June 13, 2023

MASO Music Library Borrowing

1. MASO member orchestras in good standing may freely borrow works from the MASO music library.
2. The borrowing orchestra shall pay for shipping in both directions with insurance.
3. The borrowing orchestra shall provide a shipping account number to the MASO music librarian for billing.
4. Borrow request timeline:
 - a. Music requests should be submitted to the MASO music librarian with as much notice as possible.
 - b. To avoid conflicts and aid in purchasing and planning, member orchestras should submit all repertoire for the following season to the MASO librarian by the end of the first full week of April.
 - c. If conflicting borrowing requests are made by MASO member orchestras, the request received first will have priority.
 - d. Mid-season borrowing requests shall be honored as music availability and the MASO music librarian's time allow.
5. Borrowing orchestras must ship borrowed MASO music directly back to the MASO music librarian. MASO members may ship borrowed MASO music to other MASO members only with prior approval of the MASO librarian.
6. MASO music library music must always be shipped with a completed music borrowing form provided by the MASO music librarian.
7. The borrowing orchestra is responsible for replacing any parts lost or damaged while they are borrowing a piece from the MASO music library.

MASO Music Library Purchasing

1. MASO member orchestras in good standing may submit purchase requests for pieces to be added to the MASO music library each spring.
2. The budget for music purchasing shall be set in the annual budget process.
3. The goal of the music ordering process is that each MASO member orchestra will have the opportunity to add at least one desired title to the MASO music library per year.
4. Timeline:
 - a. MASO member orchestras shall submit purchase requests by the end of the first full week of April.
 - b. The request form shall be provided by the MASO librarian. Requesting orchestras should include as much of the following as possible:
 - i. Composer name
 - ii. Full title
 - iii. Arranger name (if applicable)
 - iv. Date of composition
 - v. Composer catalog number (Op., K., Hob., L., etc.)

- vi. Publisher and publisher catalog number
- vii. Link to publisher website showing item
- viii. Expected price
- c. If a MASO member orchestra requests more than one piece, they should rank pieces in order of priority for purchase.
- d. If requested first priority pieces exceed the budget for music purchases, the MASO music librarian and MASO music library committee will confer to find a solution.
- e. If purchase of the first priority pieces of all MASO member orchestras does not exhaust the budgeted amount, the MASO music library committee will decide which lower priority requests to purchase. In deciding which additional requests to purchase, the music library committee shall attempt to maximize the number of additions to the MASO music library and to add works that are likely to have repeated use by MASO member orchestras.
- f. The MASO music librarian will place the order for the requested pieces by May 1st. New purchases should be available for summer concerts.

MASO Music Library Insurance and Maintenance

1. The annual MASO budget shall include funds for the maintenance and insurance of the MASO library.
2. The MASO music librarian shall use these funds to repair or replace MASO music library parts that are damaged due to normal wear and tear. Note: it is the responsibility of the borrower to replace parts that are damaged or lost due to abuse or negligence.