

ORCHESTRAL LIBRARY



University of Sheffield Music Library

ORCHESTRAL LIBRARY

last revised December 2008

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**FULL ORCHESTRA
CHAMBER ORCHESTRA
STRING ORCHESTRA
WIND BAND AND SMALL ENSEMBLES
VOCAL ACCOMPANIMENTS**

LOAN OF ORCHESTRAL SETS

Sets may be borrowed for collective use by members of the Music Department. They are not available to other groups*

The borrower accepts responsibility for any replacement costs for lost or damaged copies.

Please order sets from Tony Houghton (via a.houghton@sheffield.ac.uk) at least a week in advance.

*Sets may be borrowed for non Music Department use, by Staff members only, in accordance with the following rules and nominal charges.

1. The borrower accepts responsibility for returning parts by the prearranged date, complete and in original condition and is liable for the replacement costs for lost or damaged copies.
2. Charges will be £5 per set per month – maximum 3 months. Late return £1 per day.
3. Department use takes priority and **requests should be submitted well in advance of requirement** for availability to be checked.

Tony Houghton Orchestral Library Caretaker, January 2009

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ARRANGEMENT OF CATALOGUE ENTRIES

COMPOSER

Work. *Edition*

Resources.

Location of orchestral set. Details of full score, number of string parts. Any other details needed

Scoring is essentially authentic unless indicated as an arrangement or by an explicit note. Doubling is indicated by =, alternative instruments by /. Strings are in the normal 5 sections (vln I, vln II, vla, vlc, cb) unless otherwise indicated.

Holdings. A full set of parts is available unless otherwise indicated. String parts are indicated in the normal way

BEECHAM SETS

Most of the sets in the Sir Thomas Beecham Music Library are not allowed to be removed from the Main Library. Photocopies can be made of non-copyright material. If the parts are marked, the markings themselves are copyright, and we have an agreement with the copyright holder that the material can be copied for use by Music Department groups only.

A few of the sets are unmarked, and are available for loan for use by Music Department groups.



ORCHESTRAL LIBRARY

REQUEST FORM FOR LOAN OF ORCHESTRAL SETS FOR OUTSIDE USE.

Responsible Borrower (Music Department Staff Member).....

On behalf of what Organisation/Orchestra.....

Date of performance(s).....

Date when performance materials are needed.....

Date when material will be returned – maximum loan 3 months (NB Late return incurs a £1 per day charge)

.....

Name of piece(s), composer & catalogue number

.....

.....

.....

.....

I agree to look after this music and return it in good order as per this schedule and under the terms as set out in the Orchestral Catalogue.

Signed.....Responsible Borrower

Please return to Tony Houghton via Stewart Campbell in the Office

NOTES:

1. Please give at least 2 weeks notice, more if possible.
2. The dates you supply will be the basis on which you will be charged. So consider the return date carefully.
3. Please use the loose Check List/Signout sheet supplied with the set for keeping tabs on individual parts and return the sets with the parts sorted in the instrument order as on the sheet with duplicate parts in number/desk order.

Orchestral Check List/Sign out

Set No.

Composer

Piece

	No.	Players Name	Part no.	Date taken	Date returned
Full Score					
Piccolo					
Flute 1					
Flute 2					
Oboe 1					
Oboe 2					
Cor Anglais					
Eb Clarinet					
Clarinet 1					
Clarinet 2					
Bass Clarinet					
Saxophone					
Bassoon 1					
Bassoon 2					
Cntr Bassoon					
Horn 1					
Horn 2					
Horn 3					
Horn 4					
Trumpet 1					
Trumpet 2					
Trumpet 3					
Trombone 1					
Trombone 2					
Bass Tbn					
Tuba					
Percussion					
Percussion					
Timpani					
Piano					
Harp					
Organ					
Violin 1		Strings signout over			
Violin 2		Strings signout over			
Viola		Strings signout over			
Cello		Strings signout over			
Bass		Strings signout over			

Set No.	Composer	Piece	Players Name	Part no.	Date taken	Date returned
Violin 1						
Violin 2						
Viola						
Cello						
Bass						