

Chatfield Brass Band, Inc.

Music Lending Library

PO Box 578 / 81 Library Lane, Chatfield, MN 55923

www.chatfieldband.lib.mn.us ▪ 507-867-3275

chatband@selco.info



## General Information

### Using the online system to search for music:

You don't need a password or to be a member to search our online database.

1. Go to our website [www.chatfieldband.lib.mn.us](http://www.chatfieldband.lib.mn.us)  
When that opens up . . .
2. Look on the right underneath the photo where it says "Search Online Catalog". Enter titles or composers you are looking for in the box and click "Search". You will be taken to our page in the SELCO system where you will get your initial search result and can continue to search for other items in our collection.

After you get your search results, you can either just scroll down through the results or you can choose to limit your search. On the left of the screen it says "Limit Search Results." Click on items there and then click on "Include" or "Exclude." If you prefer assistance with searching that's OK too. Just give us a call – office hours are Monday, Tuesday, and Wednesday, 8 a.m. - Noon and 1 – 4 p.m. Central Time.

### How to place a request once you've searched online:

Click on the title. That opens a new screen, which provides more information on the piece you want and includes a list of the items available for loan. Look in the chart under "Copy" for the specific item you want – "A Full Set" or some particular part – and then click on "Request this copy" next to the item you want.

The bar code on your library card is your Borrower ID and your PIN is the 4-digit number we assigned to your card. You can change this number online if you go to your account (it must be a 4-digit number). The system lists only our library for a pick-up location. All music is mailed unless you have contacted us to let us know you will pick it up here. Your account is also where you can renew items.

### Self-registering to place a request if you don't have a library card:

At the top of the page on our webpage above where it says "Chatfield Music Lending Library" are burgundy-colored words "My Account". If you click on this, you can then click on "Register" and get a temporary library card number in order to be able to place a request. This number is good for about a week. If you want to place another request and haven't yet received a permanent library card from us, you will either have to register again or call us to get your permanent library card number and PIN.

When you register online, please provide both a mailing address and an email address. We will contact you if we need further information to fill the request. With your first request, we send a permanent library card that has a barcode on the back. We also assign a PIN or use the one you registered online. Once you have received your library card, use your library card number as the ID and your PIN # whenever you place requests.

## The loan period and copyright laws:

Our loan period is 90 days with an option to renew one time. We mail original parts out because of copyright laws. The only time we send a copy is when we only have one original left. All originals and copies that are sent to you must be returned. If you wish to make a copy of any music you borrow from us and it is copyrighted after 1922, you should check copyright laws and contact the publisher as needed for permission.

## Fees (as of January 1, 2013):

Because we are a private library, borrowers are charged service fees to cover expenses.

Item	Non-member Fee	Member Fee
Complete set	\$20.00	\$15.00
Individual parts	\$2.00	\$1.50
Conductor score	\$4.00	\$3.00
March-size book	\$4.00	\$3.00
Book	\$5.00	\$4.00
Handling fee	\$5.00 + \$1.00 for each additional part or set	
Postage (let us know if you need the music sooner than 2 wks and we will mail at a faster delivery method)	We mail at the least costly rate (unless you request otherwise) and charge the actual postage.	

There is an overdue fine of one cent per day per each piece of music (so if someone had a complete set with 20 parts that would be 20 cents a day).

## Paying Invoices:

Your invoice charges the service fee per type of music, a handling charge, and the actual postage. Payment must be received in advance the first time you order with us. On future orders, the invoice is both emailed to you (with a link for easy online payment) and is also included with your order. You can either pay online with a credit card, directly from a bank account or you can mail us a check. Invoices are due in 30 days.

## Membership and Donations:

You don't have to be a member to borrow from us, but if you think you will borrow at least three full sets of music each year, the membership pays for itself. Membership also supports our work, maintains this unique collection of music, and helps us find time to unpack more boxes of music and get it catalogued and into the system so that it is available to you.

There are three ways you can help us:

- **Annual Memberships**

\$100 Encore ▪ \$50 Finale ▪ \$25 Intermezzo ▪ \$15 Overture

All members receive discounted borrowing rates. You support our work at the level you can afford.

- **General Donations**

General donations are used for daily operations of the library.

- **The James Perkins Endowment Fund**

Named after our founder, the James Perkins Endowment Fund is administered by the Rochester Area Foundation. It was established to provide long term financial stability for the library.

The Chatfield Music Lending Library is a 501(c)3 non-profit organization and contributions are tax-deductible to the full extent of the law.

***Thank you for your interest in and support of the Chatfield Music Lending Library!***