



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
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 at 507-867-3275 – office hours are Monday, Tuesday, 9 a.m. - Noon and 1 – 3 p.m. Central Time and Wednesday, 9 a.m. – Noon Central Time.

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

Click on the title you want to request. That opens a new screen, which provides more information on the piece you want and includes a list of the items available for loan. (Ignore "Select an Action" and "Text This To Me" at the top of the screen – these are only for your personal use and WILL NOT send your request to us).

Instead, look in the chart at the bottom of the page, and find "Copy" to locate the specific item you want – "A Full Set (as available)" or some particular part – and then click on "Request This Copy" next to the item you want. This will open a box that asks for your library card number and PIN. If you already have a library card, enter these numbers and click on "Log In." The system will list our library as the pick-up location; however, we always mail the music UNLESS you have contacted us to let us know you will pick it up here.

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

If you don't have a library card, click on "Register" at the bottom of the box that asks for your library card number and PIN. Then fill in the "Online Registration" with your details. Please note that ALL fields must be filled in (otherwise you will have to start the entire process again). When you receive your temporary ID, remember to write it down so that you can place requests. You can then search again and place up to five requests using that temporary number and PIN.

For your initial request, we email to request confirmation. (That email includes a link to this General Information Sheet and is to make sure you understand our payment system). Once you have replied to that email, we send an invoice for your request. Once payment is received, we will mail the music and your new library card. When you receive your library card, use the bar code number on the card and your PIN whenever you place requests.

Renewing items:

Your account is also where you can renew items at no additional cost. You must renew **BEFORE** the due date or you will have to email us to request a renewal.

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.

Return music to: Chatfield Music Lending Library, PO Box 578, Chatfield, MN 55923-0578

Fees:

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

Item	Non-member Service Fee	Member Service Fee
Complete set	\$30.00	\$25.00
Individual parts	\$8.00	\$7.00
Conductor score	\$10.00	\$9.00
March-size book	\$8.00	\$7.00
Book	\$8.00	\$7.00
Scanning Fee (For Scanned Parts)	\$10.00	\$10.00
Postage (let us know if you need the music sooner than 2 weeks 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 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. **For all patrons, music orders totaling \$200 or more will be required to be "Prepaid" prior to the music being mailed out.** 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. Membership 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 many ways you can help us:

- **Annual Memberships and General Donations** (All members receive discounted borrowing rates)

ff (fortissimo) \$250 ▪ ***mf*** (mezzo-forte) \$100 ▪ ***mp*** (mezzo-piano) \$75 ▪ ***pp*** (pianissimo) \$50

- **Chatfield Brass Band and Music Lending Library is now able to accept donations in the form of shares of stock.**

For details contact Jerel Nielsen at jnielsen@selco.info or Susan Johnson at susan.johnson@bench.com

- **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 Brass Band Music Lending Library is a 501(c)3 not-for-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