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507.867.3275 🎵 chatband@selco.info

## General Information

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

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

1. Go to our website: [www.chatfieldband.lib.mn.us](http://www.chatfieldband.lib.mn.us)
2. Look on the right underneath the photo where it shows a blue "Search Online Catalog" button. Enter titles or composers you are looking for in the box and click "Search".  
You can search for band music under either the **Keyword Search** or the **Advanced Search**. Please follow the search parameters to create the best search results.

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:

Our former music ordering system needed a library card number and PIN that was unique to the borrower. Our new system ends the need for the library card number and PIN. To place a request for music email: [MusicRequests@chatfieldband.lib.mn.us](mailto:MusicRequests@chatfieldband.lib.mn.us) or telephone your order in to the music library and archive: (507) 867-3275. The preferred method for ordering music is via email.

Include in your request:

- Music Call #
- Title
- Arranger
- Full Set (As Available) or specific parts that are desired

If you're new to the music library and archive and have not ordered music or it's been more than two years since your last music order please add your:

- Name
- Full Address
- Phone #
- Email address

### 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 and Archive, 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.	

### 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 \$150 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 [jerel@chatfieldband.lib.mn.us](mailto:jerel@chatfieldband.lib.mn.us) or Susan Johnson at [susanjohnson2020@outlook.com](mailto:susanjohnson2020@outlook.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***