

Using the New Horizons Music Library

General Policy

These guidelines are suggestions, but other arrangements can be made by mutual consent of the parties involved.

Go to the New Horizons web site at www.newhorizonsmusic.org to list music for sale, rent, lending, or exchange; update the availability status of music; and to see what music is available.

Only original copies or legal photocopies can be offered for sale or loan. Do not sell or buy illegal photocopies.

This service (listing music in the library) will be open to New Horizons groups that have a group membership in New Horizons International Music Association.

NHIMA is only a facilitator and assumes no responsibility for issues that may develop between lenders and borrowers or buyers and sellers. We do, however, wish to be informed of problems so that we can address them if possible. Please send any issues to webmaster@newhorizonsmusic.org.

These are the initial guidelines, and they will be changed, as needed, as the program matures.

Selling

Depending on the condition and the demand for the piece, we recommend setting the sales price at about 30-50 percent of the original purchase price.

Renting and Lending

The term of the rental or loan will ordinarily be for 6 months unless otherwise specified. Borrower should pay shipping costs and pay the cost of return shipping. Delivery verification is important. The borrower will be expected to purchase legal photocopies to replace any missing parts or otherwise compensate the lender.

Groups using rented or borrowed music should mark the music only with pencils and erase all of the marks before the music is returned.

Exchanging

You may also want to contact each other to arrange exchanging music. If you see some pieces listed that you want, you can send a message with a list of some pieces you would be willing to exchange. This could result in more e-mail exchanges than some want, so you should offer exchanges only if the listing of individual pieces indicates the music is available for exchange. If you offer an exchange, it would be best to offer several possibilities rather than just one. Shipping in this case should be equally split among the two exchanging parties. Exchanges should be for approximately six months.

Shipping

The cost of shipping and returning, using USPS with Delivery Verification or comparable service, should be paid by the party receiving the music, or split if for exchanges. Suggested rate: \$10.00 for one arrangement and \$5.00 for each additional arrangement in the same shipment.

Forms

A Transaction Form is included at the end of this document. These forms can be kept on file for your records, especially if you rent, lend or exchange music.

Searchable Data Bases

If you have a searchable data base for your music that you would like to make available, please send us the information that you would like to post on the web site.

Score Order

Parts should be put in score order before they are sent or returned.

Staying Current

This service will fail if users repeatedly find that the music they want to get is no longer available. When you send out music, please go to the web site and complete the on-line form to change the availability status. When you return music, do likewise. If a piece is sold, be sure to mark that on the on-line form, so that it can be removed from the library.

**New Horizons Music Library
Transaction Form**

From

Name _____

Street _____

City, State, Zip _____

E-mail and phone _____

To

Name _____

Street _____

City, State, Zip _____

E-mail and phone _____

Transaction Date: _____

This is a: sale _____, rental _____, loan _____, exchange _____

Music

List condition as good, fair or poor

Title	Composer	Price/Rent	Condition	Missing Parts

Notes: _____