

PERFORMANCE LIBRARY GUIDELINES

Once you are assigned to an ensemble, you will sign out your music from the Performance Library. The Performance Library is located in the basement of Brown Hall. We are open Monday-Friday 8:30am - 4pm.

Music must be signed out during open library hours. It will not be available once the library closes at 4pm. When signing out your parts, print your initials next to your name on the roster for every piece you are assigned. All music should be signed out before the first rehearsal.

Inside string players: PDF practice packets are available at <http://www.necorchestras.info/performance-library>. These packets contain scanned principal string parts for all works on the concert. The case-sensitive password to access the practice packets is: **necmusic**. If you prefer a printed packet and do not have access to a printer, you can request one from the library and we will print it for you.

You are responsible for the music you sign out and will be asked to pay a replacement fee for any lost or damaged music. Please note the following rules:

- All markings must be in pencil only; do not use pen (including erasable pen) or colored pencil.
- Do not cut or tear the music. If you need help with page turns, please ask a librarian.
- Do not bend or fold the music.
- If you change part or stand assignments, return your old part to the library and sign out your new part. Do not take it with you to your new seating position.
- If you will be absent from a rehearsal, you are responsible to get the music to the library, your stand partner, or your substitute.
- Always bring your part to rehearsal. The library may not have an extra copy of your part.

ORCHESTRA REHEARSAL/CONCERT POLICY

Library music folders will be placed on the stands before each rehearsal and concert. **Do not remove these folders from the stand.** If you are leaving the music for your stand partner or a substitute, or if you do not wish to carry a part with you between rehearsals, you may leave it inside the folder and the librarian will bring it to the next rehearsal.

Following each rehearsal, or any time you leave your stand, please close the folder and leave the folder on the stand so the librarian may collect it quickly. After the concert, all music must be left inside the closed folder so it can be returned to the library.

WIND ENSEMBLE REHEARSAL/CONCERT POLICY

You are responsible for having each piece on stage with you for every rehearsal and concert. It will not be placed on or removed from the stand for you and will not be brought to rehearsals or concerts for you.

At the concert, please deposit your music in the "Music Collection Box" as you exit the stage for each piece.

LIBRARY FUN FACTS

We have free folders in the library for anyone who wants one.

You may request copies of our special materials (works not found on imslp) at performancelibrary@necmusic.edu.

If you would like to play a concerto with orchestra on your recital, you may sign out sets from the Performance Library. If the piece needs to be rented, we can facilitate a contract for you, but you will be responsible for the fee.