

WCOS

Librarian

- Arrange for hire copies of vocal scores via Somerset Performing Arts Library in Yeovil. Quantities will depend on how many choir members already have their own scores. Order to be placed preferably 3 months before first rehearsal.
- If Yeovil Library cannot supply the music, alternative sources need to be found.
- Liaise with Concert Manager if orchestral parts need to be hired too.
- Arrange payment to Yeovil Library for hire fee. Payment is due upon placing an order.
- Maximum hire period is 9 months.
- Collect boxes from Wells Library in time for first rehearsal. Yeovil Library sends a letter when they are available for collection.
- Keep a record of scores hired, numbers, library of origin.
- Distribute hire copies on first day of rehearsals, collect hire fee from members. Keep a note of numbers hired and names of hirers.
- After the concert, collect scores, check they have all been returned, chase any choir members who have not yet handed them in.
- Once all the scores have been returned, deliver back to Wells Library by the agreed date.