

**University of Cincinnati
College-Conservatory of Music (CCM) Choral Department**

**Application for Borrowing Choral Scores from CCM's
Dale Warland Singers Performance Score Library**

Phone: 513-556-2696, Fax: 513-556-2698

Web Address: <http://www.uc.edu/webapps/ccm/dws/>

Email: ccmwarlandlibrary@uc.edu

CCM's Dale Warland Singers Performance Score Library, a magnificent collection of multiple copies of 1,170 works, of which 270 are commissioned works, is a unique American choral treasure. In donating the Library to CCM, it was the expressed wish of Dale Warland and the Board of Directors of the Dale Warland Singers that the Performance Score Library be made available to qualified American choruses. To this end, the CCM Choral Department has established the following procedures for borrowing scores:

1. Choral organization must submit a copy of this application form for each work requested.
2. Choral organizations will pay a rental fee of \$2 per copy. No fewer than ten (10) copies of a single work may be rented at once. Scores that are returned late will incur a \$1 dollar penalty per score per month, beginning 30 days after the agreed upon due date. Any scores not returned after 6 months will be declared lost and billed appropriately.

Published scores that are lost will incur a replacement fee of \$10 per copy plus late incurred late fees. Out-of-print scores and non-published scores that are lost will incur a replacement fee of \$25 for scores under 20 pages, with an additional 2 dollars per page over 20 pages plus incurred late fees. (i.e. the penalty for a 30 page score- will be \$45 plus late fees)

3. Choral organizations must submit a valid United Parcel Service (UPS) account number to be billed for shipping charges from CCM. **We cannot ship via Federal Express or US Postal Service. All Shipments must be performed through UPS**
4. Choral organizations, in borrowing the scores, shall abide by all copyright laws pertaining to their use.

Please submit the application below by email to ccmwarlandlibrary@uc.edu or by fax to 513-556-2698.

Your scores and an invoice will be shipped promptly upon approval of your application.

Please return scores by the agreed upon due date to:

Dale Warland Library/CCM
Room 113 DVAC, 280 CCM Blvd.
Loading Dock A
University of Cincinnati
Cincinnati, OH 45221-0003

Dale Warland Singers Memorial Library Application Form.

Please Submit by Fax 513-556-2698 or by email: ccmdalewarlandlibrary@uc.edu

PLEASE FILL OUT ONE FORM PER WORK.

Organization: _____ Contact: _____

Phone: (____) ____ - ____ Fax: (____) ____ - ____ Email: _____

Shipping Address: _____

DWS Catalog Number: _____ (See <http://ccm.uc.edu/choral/dws.asp> for this information.)

Composer: _____ Title: _____

Number of copies requested: _____ Rental fee (\$2 USD * # of copies): \$ _____

Your UPS Account Number: _____

Dates you are requesting scores: from _____ to _____ (10 weeks maximum)

BY SIGNING THIS APPLICATION, YOU AGREE TO ALL TERMS OF RENTAL DESCRIBED ABOVE.
SUBMIT PAYMENT FOR RENTAL FEES WITH THIS APPLICATION.

Signature of Contact: _____ Date: _____

CCM Signature: _____ Date: _____