

# Fleisher Collection – Conditions of Loan

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## The Edwin A. Fleisher Collection of Orchestral Music

Free Library of Philadelphia

1901 Vine Street

Philadelphia, PA 19103-1116

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The Edwin A. Fleisher Collection of Orchestral Music is the largest lending library of orchestral performance sets in the world – with over 21,500 titles – and provides materials to recognized performance groups around the globe (this includes academic and amateur ensembles) for concerts and recordings.

Because of the nature of our collection and despite our overall size, we generally have only one set of each title, and our patrons commonly schedule loans months in advance. To best serve our clientele, we strongly encourage patrons to plan carefully and adhere strictly to the agreed upon loan period and conditions. Orders generally take up to three business days to process, as we must assure copyright clearance and that sets are available, in circulating condition, and complete. We do not compete with publishers and will endeavor to provide information for obtaining materials we cannot supply.

**Ordering** • Patrons may call or write (see contact information above) to inquire about availability of works. All orders and revisions must be in writing (e.g. email or standard mail) and include the following information:

- Name of performing organization
- Composer(s) and title(s)
- String count\*
- Concert date(s)
- Date music is required
- Name and title of person responsible for placing orders
- Shipping address (this must be a street address)
- Billing address (if different from shipping address)
- Telephone number during business hours
- E-mail address for contact and order confirmation

\* Maximum string count is 10.9.6.6.5 for standard orchestral works and 8.7.5.5.4 for concertos.  
Maximum string parts will be sent unless otherwise instructed

*Orders will be processed and confirmed in writing via email within three to five business days.*

**Handling Fees** • There is a minimum charge for the normal loan period of up to eight weeks. Extensions of a loan beyond eight weeks may not be possible, so arrangement beyond the standard loan period must be made at the time of the order and will be charged in four-week increments, at one-half the normal handling charge per increment. Handling fees vary based upon the work. Handling fees for organizations based within the city limits of Philadelphia are waived. Please contact us for specific handling fee quotes. **Perusal scores are \$10** plus shipping, for a standard four-week loan period.

**Shipping** • We ship all packages by UPS Ground unless requested otherwise. UPS or other carrier rates apply for all modes of shipment, both national and international, and will be included on the invoice. The borrower is responsible for the music from receipt of delivery until its return to the Collection; therefore, please insure all return shipments for the amount suggested on the invoice. Borrowers should check all music upon receipt and notify us immediately if anything is missing; otherwise, the shipment will be considered to be correct.

**Payment** • For U.S. and Canadian customers in good standing, payment may be made by **check** in U.S. dollars, **credit card** (Visa or Master Card) or **bank transfer**. International orders must be prepaid by credit card or bank transfer. If paying by credit card, please supply the card type, name as it appears on the card, account number, and expiration date. If paying by bank wire transfer, please use the following:

**Bank Name: PNC Bank, Address: 17th & Chestnut Sts., Philadelphia, PA 19103**

**Swift Code: PNCCUS33 • Routing #: 031-0000-53 • Free Library of Philadelphia Account #: 85-5883-1133**

**Order Cancellation/Modification** • All cancellations or changes of reservations are subject to a **\$20** charge per work (this includes Philadelphia-based organizations).

**Rush Orders** • All rush orders (same or next day shipment) are subject to a **\$25** additional charge. Please note that orders marked “ASAP” will be treated as rush orders and subject to the applicable fee.

**Late Fees** • Additional handling charges will be assessed for sets, scores, and/or parts returned past the due date.

**Replacement Charges** • There is a *non-negotiable* minimum **\$25** charge for *each* missing part.

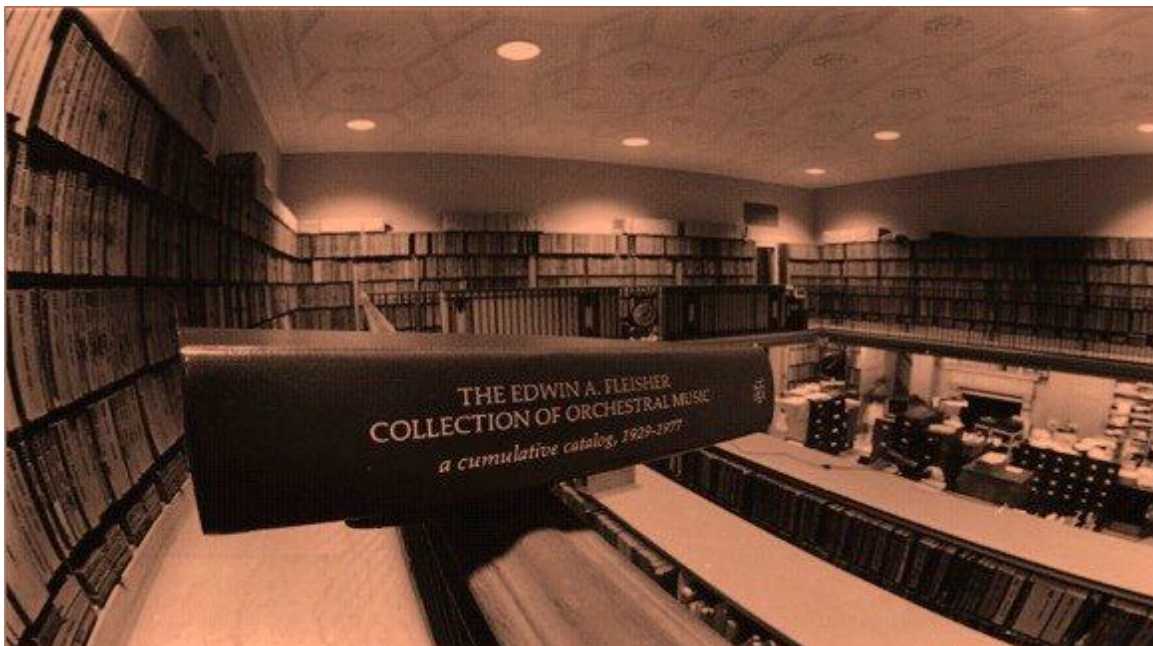
**Program/Recording Credit** • One copy of any printed program or recording using Fleisher material should be provided to the Collection. Programs and/or liner notes should include the following credit:

**[This work] was provided by the Edwin A. Fleisher Collection of Orchestral Music  
at the Free Library of Philadelphia.**

### Searching the Online Catalog

- Go to <http://know.freelibrary.org/>
- Under the blue “Find” pane, click “**Classic Catalog**”
- Before proceeding click the option to “**Add Limits**”
- In the “By Location” drop down window, select “**Fleisher Collection**”
- “Enter a word or phrase to search” and click a “search by” option

**Focused Lists** • Focused catalogs including *Latin American Orchestral Works in the Fleisher Collection*, *Orchestral Works in the Fleisher Collection by Composers of African Descent*, and *Orchestral Works in the Fleisher Collection by Female Composers*, are available free in PDF form upon request. Each list includes an alphabetical listing of composers along with basic biographical information and orchestral works represented in the Fleisher Collection. Each entry includes catalog number, title, instrumentation, and when available, duration of the work.



<http://www.facebook.com/FleisherCollection>

