



# In Sound Company Community Choir Music Distribution Policy & Guidelines

## Scope and Audience

This policy focusses on the distribution of music to members of In Sound Company Community Choir (ISC). It sets out all of the arrangements that choir members need to know and the rules they need to follow.

## Music Ownership & Rights

Music (scores or lyric sheets) will be given out to members in one of two ways:

- As hard copies.
- By email to print at home.

ISC has to purchase a licence to use each piece of music. Licenses only cover use by ISC members therefore, **music must not be shared with non-choir members** (even if printed at home). **When printing music at home, only one copy should be made.** This is because each license is for a set number of copies. If multiple copies are printed by each member, this will break the terms of the license.

When people first join the choir, they will be given the music needed for that rehearsal. It must be returned at the end of each session. Once a member has completed the online registration process, they will be able to take the music home and it will then be **their responsibility to look after it until they leave the choir**. ISC will keep detailed records of music loaned to members.

**All music given out to members remains the property of ISC.** If it is lost or damaged, the member will be asked to pay for a replacement. Due to the way that we have to order sheet music, the replacement cost of a piece of music will vary, up to £5 for a single piece and more for higher-value items (e.g. books).

From time to time, members may decide to have a break from choir. If they wish to keep hold of their music whilst they are absent, they may do so by agreement with ISC. Normally this will be for up to two terms but could be longer by arrangement. Members are asked to keep in touch at least once per term during the period of absence so that the choir can plan accordingly.

If a member does not attend and/or pay subscriptions for one term and has not contacted ISC, it will be assumed that they have left the choir and all music will need to be returned. If the member does not return the music, they will be asked to pay for replacement copies.

All of the above, and particularly charges for lost music and length of absence, may be varied at the discretion of the core group according to the extenuating circumstances of a member.

## Guidelines for the Distribution of Music

1. Members will receive a full list of all music loaned to them and will be asked to sign to say that they have received the music and have read the policy.
2. Shortly before the first rehearsal each term, members will receive an email with the list of music for that term. Members will be expected to bring all copies of the music on the list, to all rehearsals.

3. Packs of **new** music will be given out at the first rehearsal. From September 2023, music will not be numbered.
4. Packs will include a list of the new pieces and it is the member's responsibility to check that they have received all of the new music.
5. Each time a hard copy of new music is given out, members will be asked to sign to say that they have received it. ISC will keep detailed records of all music that is given out as a hard copy.
6. Although music belongs to ISC (and will be stamped with "PROPERTY OF ISC") choir members may make rehearsal notes as long as it is **in pencil**. Over time, a piece of music may be used by different people in different sections of the choir and as pencil marks can be erased, the music will not be ruined. If ink is used, the music may be classed as damaged and unreturnable, resulting in a charge for a replacement copy when the member leaves the choir.
7. Choir members should bring all music on that term's list to each rehearsal. Ring binders are useful for this purpose.
8. All members will be provided with a black concert folder with the choir logo on the front. Owing to the high costs of replacing these music folders, members will be asked for a £5 deposit which will be given back to them when the folder is returned. **Concert folders must not be used for rehearsals.**

**To summarise, choir members are asked to:**

- Keep all music in good condition.
- Organise all music so that it is easy to find pieces when needed.
- Return all music when they leave the choir.
- Pay for replacements of lost or damaged music.
- Only use the ISC folder for concerts.

This policy will be reviewed no later than every two years.

Authorised Signature	Authorised Signature
Name Jennifer Brown	Name Richard Newhall
Role Chair	Role Core Group Member
Date 12 June 2023	Date 12 June 2023

**Frequently Asked Questions**  
**(If you're not sure about anything, ask a member of the Core Group.)**

***Q: Why do I have to look after all of my music?***

A: There are more than 80 people in the choir. If ISC only bought 10 pieces of music for each member, then there'd be 800 pieces of music to store. Over the years, ISC has bought almost 5000 pieces of music so that the choir doesn't have to sing the same songs every year! It's more fun that way! If members didn't look after their own music, ISC would need to pay for long term storage, and this could mean higher subs.

***Q: I didn't know that I needed to bring any music to rehearsals.***

A: The Musical Director sends out an email listing ALL of the music that is required, usually at least one week before the start of term. For any new members joining after the email is sent, the Membership Secretary will forward the message as well. Everybody needs to review the list, identify any of the pieces that we already have, print any new music distributed as PDFs, and get folders ready for the first rehearsal.

***Q: I don't have a copy of that piece of music.***

A: ISC keeps detailed records of who's had what and when. If you think you haven't had a piece of music, one of the Core Group can check the database. Now that we are all storing our own music, we need to have a safe place to keep the music (folders or storage box) and a **system so that we can find each piece easily**. If you're not sure how to do this, ask a member of the Core Group.

***Q: My water bottle leaked, and my music is ruined.***

A: ISC has to buy all copies of music that are used by the choir. Unfortunately, if you damage music you'll have to pay for a new copy (except in exceptional circumstances and at the discretion of the Core Group).

***Q: How does ISC know which pieces of music I have?***

A: ISC keeps detailed records of who has received which pieces of music, and when. If you can't find a piece of music that you've already been given, you will be expected to pay for a new copy.

***Q: I don't have that music because I didn't take part in the concert.***

A: If you attended rehearsals then you will have been given all the pieces of music (even if you didn't perform in the concert).

***Q: I didn't think we would be doing that piece tonight***

A: The only person who knows which pieces we are doing at each rehearsal is the Musical Director. We are expected to bring **all** pieces of music for the current term to **every** rehearsal.

***Q: Can I get a copy of the print-at-home pieces printed?***

A: We don't print bulk copies of pieces that can be printed at home because of the cost. If you have a **genuine reason** why you **can't print at home**, contact the Membership Secretary and they will arrange for you to have copies of the music.

***Q: I have a problem with storing my music.***

A: The total amount of music is fairly small and should not present a significant challenge for most people. Talk to a member of core group if you have a problem storing your music and we will explore options with you.

***Q: I've lost some of my music.***

A: ISC has to buy all of the copies of music that are used by the choir. Unfortunately, if you lose music you'll have to pay for a new copy (except in exceptional circumstances and at the discretion of the Core Group).

***Q: I've lost my concert folder. Where can I get a new one?***

A: Choir concert folders are quite expensive (for a folder). That's why we ask you to keep them safe at home and only use them for concerts. Unfortunately, if you lose or damage your folder, you will need to buy a new one from ISC.