

# SMTD Ensemble Library Policies

## Library Hours

Library hours will stay the same throughout the academic year and summer season. Any exception to this will be posted on the door of the library and in email notification.

Monday – Friday  
9:00 AM – 5:00 PM

Please email Liz Nowland with specific questions, concerns, or requests at [nowaliza@umich.edu](mailto:nowaliza@umich.edu)

## Large Ensemble Policies

### Orchestras:

- Once a cycle of material is officially released, students have 48 hours to notify the librarian to report an assignment error or missing part. Once this time frame passes, there may be a penalty and/or delay to correct any part problems.
- **String players** have 48 hours (business days) to pick up their practice part. After this time, your grade may be affected.
- Once you receive your ensemble folder and music, it becomes your responsibility and you assume full replacement value if it becomes lost or damaged.

### Bands:

- Once a cycle of material is officially released, students have 48 hours to notify the librarian to report an assignment error or missing part. Once this period passes, there may be a penalty and/or delay to correct any part problems.
- **Only the designated band librarian will handle replacement part requests for Symphony Band and Concert Band.**
- There will be a minimum of 48 hours turnaround time for part requests, which will be considered on a case-by-case basis.
- The turnaround time may change at the discretion of the librarian, based on the type of request (size of print job, etc).
- If you are replacing a part/s that you have already received (that has been documented by a librarian), you will be responsible for the replacement cost of the part.
- Once you receive your ensemble folder and music, it becomes your responsibility and you assume full replacement value if it becomes lost or damaged.

### Choirs:

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- Once a cycle of material is officially released, students have 48 hours to notify the librarian to report an assignment error or missing part. Once this period passes, there may be a penalty and/or delay to correct any part problems.
- If you are replacing a part/s that you have already received (that has been documented by a librarian), you will be responsible for the replacement cost of the part.
- Once you receive your choral folder and music, it becomes your responsibility and you assume full replacement value if it becomes lost or damaged.

## **Jazz:**

- Once a cycle of material is officially released, students have 48 hours to notify the librarian to report an assignment error or missing part. Once this period passes, there may be a penalty and/or delay to correct any part problems.
- If you are replacing a part/s that you have already received (that has been documented by a librarian), you will be responsible for the replacement cost of the part.
- Once you receive your ensemble folder and music, it becomes your responsibility and you assume full replacement value if it becomes lost or damaged.

## **Library Policies for Composition Faculty & Students**

The Ensembles Library generously provides printing & binding services to faculty and students in the composition department. Only registered students listed on the composition department roster are eligible for this service, in addition to faculty members. Please adhere to the following policies:

### **Printing:**

- Only materials submitted as a PDF will be accepted. **Specify dimensions of parts/scores.**
- Email the document to [smtd-enslibrary@umich.edu](mailto:smtd-enslibrary@umich.edu). Every effort will be made to prepare the score within 24 hours, but can only be guaranteed by **48 hours** during peak work times.
- All scores are printed on premium **Cougar 70lb Paper**. Each score is viewed as a separate order and page totals cannot be combined.
- **Payment is required at the time of pick up. Cash or check only.**
  - 1-25 pages \$5.00
  - 25-50 pages \$10.00
  - 50-75 pages \$15.00
  - 75-100 pages \$20.00
  - 100-125 pages \$25.00
  - etc...
  - Bound w/ Covers \$3.00

# SMTD Ensemble Library Policies

## Binding:

- The Ensembles Library provides use of the Akiles Coil Mac Manual Binding Machine for composers. During open hours, composition faculty and students **may use this machine personally**.
- To use this machine, you must reserve a time at least 24 hours in advance (business day) by emailing Liz Nowland at [nowaliza@umich.edu](mailto:nowaliza@umich.edu)
- Please note that **only this machine** is available for composers to use themselves. If you would like your parts bound with the **tape binding machine** or **Akiles CoilMac-EX Electric Binding Machine**, you will need to contact Liz. Operation of these machines is only by trained library staff.

## IMPORTANT NOTES:

1. At no time should students request that library staff open up the Ensembles Library for private access during non-office hours, like on the weekend.
2. Please do not go into the library right before closing time and expect to be given priority access to and assistance with the binding machines.
3. Please be sure to always treat all library personnel respectfully to ensure continued access.