Access and Fees:

- The ISM choral library is open to Yale affiliates and representatives of local organizations who register with the ISM. Registration can be completed by e-mailing the Choral Librarian with the borrower's name, mailing address, e-mail address, phone number, and name of organization.
- Registration does not entitle borrowers to access to the library stacks. A registered borrower may request titles by sending a request to laurie.ongley@yale.edu. Allow five working days for the request to be processed.
- Priority for library materials is given to ISM performing groups.
- Library materials may not be marked with anything other than gray pencil. Before returning the materials, the borrower is responsible for erasing any markings.
- The ISM reserves the right to terminate borrowing privileges at any time.

Borrowing and Circulation:

- The initial loan period for students, staff, and non-Yale individuals is four weeks; faculty may borrow for a semester.
- The Choral Librarian reserves the right to recall materials at any time.
- Renewals must be requested on or before the due date. Borrowers may renew materials by e-mailing laurie.ongley@yale.edu or by presenting the materials to the Choral Librarian.
- Borrowers with overdue materials are not permitted to check out additional materials.
- Borrowers may view their loan history and due dates by logging into the library software at http://ism.yale.insignia.usacom/Library/Home.
- Loaned materials should be returned to the ISM, room N112.

Notices:

- The library sends a notice by e-mail shortly before the due date and weekly thereafter.
- Borrowers are responsible for informing the library promptly of changes in e-mail addresses.
- Failure to receive a notice does not release the borrower from overdue fines.
- Fines are assessed beginning the day following the due date:
  - Fines are $.50 per day per item, or $2.00 per day for recalled items.
  - Materials unreturned one month after the due date are declared lost, and patrons will be billed for their replacement plus a $20 processing fee.