



Library Acquisition Cost Share Program

Under SCF Library Policy PROG-005, we request that the SCF Library Committee consider the purchase of the following music through the Cost Share Program:

Music Title		
Composer		
Arranger		
Voicing		
Electronic Link		
Publisher		
Catalogue Number		
Supplier		
Quote	\$	Date rec'd
Additional Comments		
Date of Request		
Music Required By		
# Copies Required		
Choir Name		
Choir Contact		
Contact Phone		
Contact E-mail		
Contact Signature		
Committee Decision	Y/N	Date
Choir Notified	Date	

One form per selection please.

The following policy pertains to materials requested through the Library Acquisition Cost Share Program:

SCF Library Acquisition Policy PROG-005 Guidelines:

1. Acquisition will focus on secular music for the immediate future.
2. Acquisition will focus primarily on SATB music and then on SAB, partner songs and rounds for the immediate future.
3. The 'Teaching Music Through Performance in Choir' series and recommendations by prominent choral conductors will be used as guidelines for the acquisition of music.
4. A 'Cost Share Program' for music acquisitions will be made available to member choirs.
5. Requests for music acquisitions must be submitted on a Cost Share Program form and be accompanied by an electronic link to a performance of the selection.
6. Acquisition of requested music will be based on merit, accessibility and longevity.
7. Consideration will be given to Canadian composers.
8. Music will be purchased within budget parameters semi-annually in June and January.
9. Music will be sourced from a number of suppliers and acquisitions will be based on a number of factors, not necessarily price alone.
10. The SCF Choral Library will typically purchase 40 copies of approved selections.
11. Requests for materials other than music scores will follow the procedures outlined in this policy.

SCF Library Acquisition Policy PROG-005 Procedures:

1. A Library Acquisition Cost Share Program form will be available on the SCF website.
2. Library Acquisition Cost Share Program forms must be completed in full and submitted by May 31st and December 31st annually along with an electronic link to a quality performance of the selection (if applicable).
3. The Library Committee will review Library Acquisition Cost Share Program forms and provide a purchase recommendation to the Executive Director in June and January of each year.
4. Materials purchased under the Library Acquisition Cost Share Program will be funded 75% by SCF and 25% by the requisitioning choir.
5. The requisitioning choir shall have first use of materials purchased under the Library Acquisition Cost Share Program, after which time materials will be delivered to, and catalogued in, the SCF Choral Library.
6. Missing materials will be charged to the requisitioning choir as per SCF Library Usage Policy PROG-001.
7. The Executive Director will source all purchase recommendations from a minimum of three suppliers prior to purchase.