



Oneida/Herkimer BOCES - Cooperative Sheet Music Service Procedure & Practices Manual

1.) Check-out and Return Policies

- a. Check-out Periods
 - i. 90 days standard check-out
 - ii. 1 renewal
 1. At time of renewal, piece is booked by someone else, contact Media Services for alternative solutions
- b. Summer Check-out
 - i. Will be allowed to borrow during summer
 - ii. Loan period 30 days
 - iii. Contact Media Services (315-793-8516) to extend check-out
 - iv. Music not to be used during the school year MUST be returned by the end of August
 - v. Pieces that are being kept for the fall semester should be booked through SNAP for standard check-out period (90 days)
- c. Returning Music
 - i. Count to be sure all pieces accounted for BEFORE returning
 - ii. Inform Media Services (315-793-8516 or mediacenter@oneida-boces.org) about the title and number missing
 - iii. Return via courier day before due date so that it is in the center on due date for shipping to other districts
 - iv. Cross-contracted districts should return the music to their individual BOCES for return to Media Center by UPS or FedEx

2.) Overdue & Lost Items

- a. Media Services Notifications
 - i. Emails generated automatically 3 times a week by the system
 - ii. After 2 weeks a personal email is sent by Media Service Clerk
 - iii. After 3 weeks Media Center Supervisor will call and/or email teacher
 - iv. After 4 weeks Media Center Supervisor will call building principal
 - v. Unreturned items will be marked as Lost and the district will be billed accordingly
- b. Teacher Resolution to Overdue Music Issues
 - i. Contact Media Services (315-793-8516) to resolve issue
 - ii. If teacher believes it was sent back – clerk will check shelves
 - iii. If not on shelf, teacher will still receive Overdue Notices until issue is resolved



- iv. Report music as lost/damaged (315-793-8516) so that it can be tagged as lost and email notices will stop. District will be billed for ALL music lost beginning July 2011.
- c. Procedure for Billing for Lost Music
 - i. Teachers have until end of June to return all music
 - ii. Unreturned music will be tagged lost if not already done during the school year & the district will be billed for that music
 - iii. District will be billed in late summer or fall
 - iv. **Once a district is invoiced for the music**, it is too late to return music for a refund. Media Services will have replaced the music by then.

3.) Purchasing Procedures

- a. Submit request to Media Services using the form on the website http://iss.oneida-boces.org/media/music_suggestion_form.php or emailing with ALL pertinent information included (see form for information needed)
 - i. Media staff will order requested music - purchasing as much as budget allows. Purchase is not guaranteed just because an item is requested.
 - ii. Teachers will be notified on the status of their request.
 - iii. When the music is received at the Media Center, teacher receives notice so that they have first chance at booking the piece
- b. eSheet Music – can be requested and will be included on the purchasing list but ordering and using is slightly different
 - i. Can be purchased and will be printed at Media Center
 - ii. Procedure for ordering can take as long as 1 -2 weeks
 - iii. BOCES purchase order must be submitted and processed before it can be downloaded and printed
- c. CDs to accompany sheet music
 - i. May be included in the music requests but should be done with consideration of the fact that CDs come out of the same pool of money as the sheet music and will have a different priority for purchasing
 - ii. If available from producer, notify us to acquire streaming rights instead of purchasing a CD

4.) Cataloging Music – In order to build the most user friendly catalog possible, we need the assistance of all music teachers. A document, “Instructions for Correcting Catalog Entries” is available at <http://iss.oneida-boces.org/media/music.php> that will allow you to help us improve our catalog records so the search results are more uniform and useful to music teachers. Acquiring accurate information from music teachers to use in the catalog will greatly help Media staff when entering data into Snap.



- 5.) Archiving Music – archiving is necessary because of limited storage space. Music removed from the active shelves will be stored and recorded for retrieval upon request.
 - a. Periodically music not checked out in 5 – 7 years will be archived and stored for future retrieval
 - b. Music considered rare or a classic will not be archived even if not checked out in 7 years
 - c. Archiving will be done by certified Music Teachers with Media Center Staff’s assistance

- 6.) HCMEA & OCMEA
 - i. Guidelines for using this music will be updated after meetings with the executive boards of each organization
 - b. All-County Music
 - i. Guest conductor will have access to all music available to the teachers in the participating districts
 1. BOCES purchased music, OCMEA music, and/or HCMEA music