



The VRG library has moved!

From 23 February 2010, the library collection can be visited at the Victorian Music Library in Elsternwick. Our collection will be separate from the VML's collection, and a VRG library team will manage loans of VRG music to VRG members. The team is coordinated by the Secretary (currently Frances Wheeler), who will arrange appointments and forward requests for music.

A form for making appointments and requesting music is attached and can be mailed to the VRG at PO Box 2729 Mount Waverley, Vic 3149. This form can also be completed online – go to the Library link on the VRG website, [www.vrg.org.au](http://www.vrg.org.au). Alternatively, you can ring Frances direct on (03) 9578 7559.

The library catalogue contains detailed information about each item in our collection. You can download the catalogue from the VRG website as an Excel file, or request a CD to be posted to you (a printout would be too long, at 297 pages!). The catalogue is updated each May.

## **Borrowing from the library**

If you would like to borrow music from the VRG library, you may either visit the library and browse, or request music to be posted to you. Music can be returned by post or in person.

VRG members can borrow VRG music free of charge. When you borrow, you will be asked when you expect to return the music. If you need an extension beyond this date, please contact the Secretary. All music should be returned before the end of the year.

Music borrowed is the responsibility of the borrower. Do check that you return all copies and all parts. Lost music will be charged for at \$50 per item, to contribute to the cost of sourcing and replacing it. Some items are irreplaceable. Please take care!

Please respect copyright law. Do not keep copies when you return music – you can always borrow it again.

## **Visiting the library**

Please contact the Secretary and make an appointment (see above) if you would like to visit the library to borrow or return music. Bring with you a bag and perhaps also folders to carry the music safely home!

VRG library team members have undertaken to be at the VML to help members who have arranged an appointment to visit. Currently the most convenient times are Tuesday or Thursday morning (10 am to 1 pm), during school terms. Visits at other times may be arranged, including at weekends if necessary, though visits on days other than Tuesday and Thursday are more awkward as someone from the VML will also need to attend specially to open up for us.

The street address is:

<p style="text-align: center;"><b>VRG @ VML</b> <b>Victorian Music Library</b> <b>Uniting Church Archives</b> <b>64-66 Orrong Road, Elsternwick, Victoria 3185</b></p>
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The entrance is at the back of the hall beside the church.  
The church is very close to Glenhuntly Road.

Please do not just turn up at the library! We need to arrange for someone to be there to meet you.

## **Requesting music to be sent to you**

If you know which pieces you would like to borrow, they can be posted to you. Please send the Secretary a Music Library Request form, either by mail (using the attached form) or online.

## **Returning music**

Music can be returned by post. Copies and parts will be listed on a Borrowing Record form which will accompany your order. Please check that you are returning all copies and all parts. Use an envelope large enough to hold the music without folding and strong enough to survive! Post the music to:

**VRG @ VML**  
**Victorian Music Library**  
**PO Box 236**  
**Elsternwick**  
**Victoria 3185**

Please mark the envelope for the attention of the person who issued you the music.

If the music is too bulky to return by post, please make an appointment to visit the library.

When you return music, it would be very helpful if you could include the Borrowing Record form which came with the music, and add a note on your experience of the music. Would you recommend the piece to others? Any special features which other players might like to know about? – e.g. in an ensemble piece, is one line particularly challenging? or relatively easy? These notes will be incorporated in the electronic catalogue so that we can build up information about players' experience of the music in the library.

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## **The VRG library team**

The VRG library team members are:

Secretary and Library Coordinator: Frances Wheeler

Loans: Iras Mulligan (Mail Coordinator)  
Jill Rendell  
Pauline Glenie (out of hours)

Purchasing: Ruth Duncan  
Elisabeth Middleton  
Lois Gunn

Cataloguing: Ruth Lewis  
Barb Spiers

IT support: Ruth Dixon / Laraine Proctor (from September)  
Kate Patrick



**USE THIS MAIL REQUEST FORM FOR THE ITEMS BELOW**

*Fill in your request and your contact details and send it to:  
The Secretary, VRG, PO Box 2729, Mount Waverley, Vic 3149.*

- I would like to visit the VRG library to browse or borrow

**Available times:** Tuesday and Thursday mornings 10-1 (during school terms).

Please make an appointment using this form OR phone the Library Coordinator on 9578 7599, giving as much notice as possible.

**Other times:** Please give at least ten days notice, as the library has to be opened and a team member must be present.

Preferred date and time of visit: .....

- I would like to buy a CD catalogue.  
*Please enclose \$5 to cover cost (includes postage and packing)*

- I would like to be sent music by post.  
Give details on the form below. If your are borrowing more than one piece of music, copy the back of this page for extra forms (one for each piece required).  
*There is no borrowing charge. Outward postage is free. You pay return postage.  
There is no limit on the number of pieces you can borrow.*

Name..... Address.....  
.....  
.....

Phone/s..... E-mail address.....  
.....  
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**Your name (repeat for each piece please)** .....

**MAIL ORDERS** Please provide the following details:

Composer .....

Title.....

Catalogue number *if known* ..... Number of copies needed .....

Instrumentation needed (eg SSA, SATB) .....

Other information *eg editor, edition, arranger, if appropriate* .....

Date music will be returned . . . . .

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