

About the Fleisher Collection – FY2017



The Edwin A. Fleisher Collection of Orchestral Music

Free Library of Philadelphia

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The Edwin A. Fleisher Collection of Orchestral Music is the world's largest circulating collection of orchestral performance sets – with over 22,000 titles – and provides materials to recognized performance groups around the globe (this includes academic and amateur ensembles) for concerts and recordings.

The Fleisher Collection receives many actionable emails every day and reservations are queued in the order in which they are received. Because of the nature of our collection and despite our overall size, we generally have only one set of each title, and our patrons commonly schedule loans months in advance. To best serve our clientele, we strongly encourage patrons to plan carefully and adhere strictly to the agreed upon loan period and conditions. Orders generally take three to five business days to confirm, as we must assure copyright clearance and that sets are available, in circulating condition, and complete. We do not compete with publishers and will endeavor to provide information for obtaining materials we cannot supply.

Ordering • Patrons may call or write (see contact information above) to inquire about availability of works. All orders must be in writing (email is acceptable) and include *all* of the following information:

- Composer(s) and title(s) of specific work(s)
- String count – if less than 10.9.6.6.5 for orchestral works or 8.7.5.5.4 for concertos
- Concert date(s), conductor, and venue. Include soloist if applicable.
- Date music is required – Only if specific calendar date is set for rehearsals
 - Orders marked “ASAP” *will be returned for a specific date and may be delayed*
- Name of performing organization (please do not use acronyms or abbreviations)
- Name, title, and contact information (phone and email) for person responsible for order
- Shipping and billing address(es)

Please allow three to five business days for order confirmation.

To ensure prompt and accurate processing please be sure to include a detailed subject line in your email and provide complete information as bulleted above.

Handling Fees • There is a minimum charge for the standard eight-week loan period. Extensions beyond the standard loan period must be made at the time of the order and will be charged in four-week increments, at one-half the normal handling charge per increment. Once orders have been placed extensions beyond the agreed upon term may not be possible. Handling fees vary based upon the work. Handling fees are waived for organizations based within the city limits of Philadelphia. Please contact us for specific handling fee quotes.

Perusal scores are \$10 plus shipping, for a standard four-week loan period.

Shipping • All packages are shipped UPS Ground unless otherwise requested. Charges apply for all modes of shipment, both national and international, and will be included on the invoice. Options are available for next day and 2nd day shipment. The borrower is responsible for the music from receipt of delivery until its return to the Collection. **Please return all materials via UPS, properly packed and insured for the amount indicated on the invoice, and with email tracking to Fleisher@freelibrary.org.** Borrowers should check all music upon receipt and notify us immediately if anything is missing; otherwise, the shipment will be considered to be correct and complete.

Payment • For U.S. and Canadian customers in good standing, payment may be made by **check** in U.S. dollars, **credit card** (Visa or Master Card) or **bank transfer**. An invoice will be sent separately within two weeks of the package shipment. International orders must be prepaid by credit card or bank transfer. If paying by credit card, please supply the card type, name as it appears on the card, account number, and expiration date. If paying by bank transfer, please use the following (patrons are responsible for associated fees where applicable):

Bank Name: PNC Bank, Address: 17th & Chestnut Sts., Philadelphia, PA 19103
Swift Code: PNCCUS33 • Routing #: 031-0000-53 • Free Library of Philadelphia Account #: 85-5883-1133

Order Cancellation/Modification • All cancellations or changes of reservations are subject to a **\$20** charge per work (this includes Philadelphia-based organizations).

Late Fees/Replacement Charges • Additional handling charges will be assessed for sets, scores, and/or parts returned past the due date. There is a *non-negotiable* minimum **\$25** charge for *each* missing part.

Program/Recording Credit • One copy of any printed program or recording using Fleisher material should be provided to the Collection. Programs and/or liner notes should include the following credit:

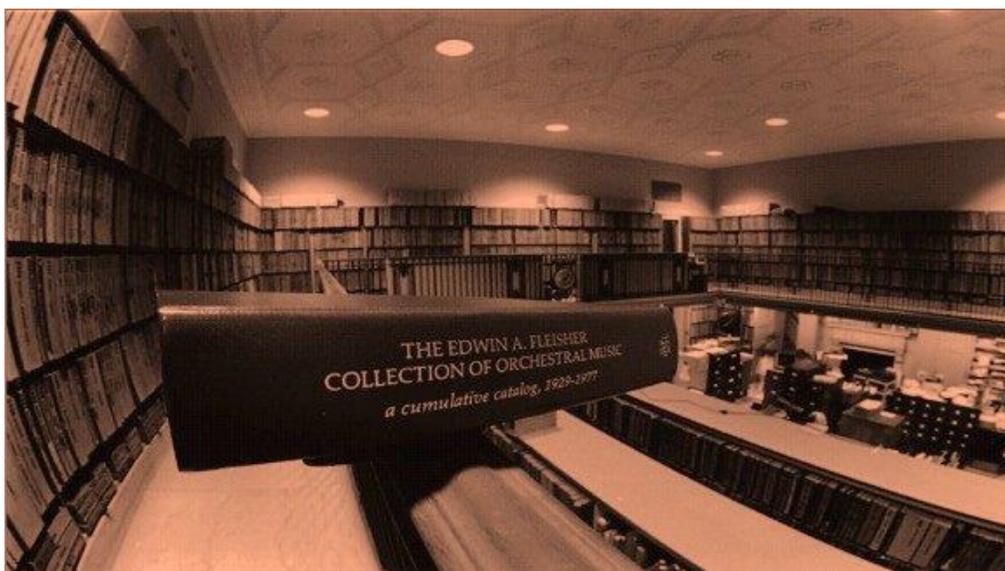
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Performance Rights: Borrowing organizations are fully responsible for securing all necessary clearances. The Fleisher Collection neither grants nor implies performance rights. Please refer to your local performance rights organization (e.g., ASCAP, BMI, SOCAN, CENIDEM).

Searching the Online Catalog

- On the main library page – www.freelibrary.org – use the search window in the blue “**Find**” panel.
- Type in the composer, title, and/or keyword for which you are searching.
- Narrow search to Branch (Parkway Central), Subjects (Orchestral Music), and Genre (Score and Parts)

Focused Lists • Focused catalogs for specific holdings such as *Latin American Orchestral Works*, *Orchestral Works by Composers of African Descent*, *Orchestral Works by Women Composers*, *Works by Canadian Composers*, and *Orchestral Works Inspired by Shakespeare* are available online in PDF form or upon request. Each list includes an alphabetical listing of composers along with basic biographical information and orchestral works represented in the Fleisher Collection. Each entry includes catalog number, title, instrumentation, and when available, duration of the work. New catalogs are coming out regularly. Have an idea for one? Contact us!



<http://www.facebook.com/FleisherCollection> - <https://fleisherorchestralcollection.wordpress.com>