

# Immanuel Bible Foundation

## Sacred Music Lending Library Policies

### 2008-2009

#### **Purpose**

Immanuel Bible Foundation, a not for profit religious organization, operates the Sacred Music Lending Library to provide quality sacred music to churches and schools with limited music budgets. It began in 1953 by Dick & Kay Hoffland as an outreach ministry for the Foundation.

Our mission to bring people to Christ through sacred music and the arts is realized in this unique library. We enjoy the variety our music brings to the people performing it, whether a school is learning the great masters of music, or a church is worshiping God during Sunday services.

#### **Membership Fees**

Membership fees for all choirs are \$75 per year. The library fiscal year is September 1st-August 31.

#### **Ordering**

*Email:* [music@ibfoundation.org](mailto:music@ibfoundation.org)

*Fax:* (309) 862-4121

*Snail Mail:*

*Phone:* (309) 452-6710

Immanuel Bible Foundation  
1301 South Fell Avenue  
Normal, IL 61761

*Stop By:* Director of Music, Jane Smolen has office hours on Wednesdays from 9:15 until 11:30, and by appointment. The general office is open 9:00am-5:00pm, Monday-Friday.

#### **Shipping Music**

*Outbound:*

IBF will pay outbound shipping, and subscribers will pay return shipping. Enclosed will be the music, a copy of the music loan invoice, and a pre-addressed returning label.

*Returns:*

When returning music by mail, you may use whatever rate is the least expensive. Please show your address on return packages and ensure that all music borrowed is returned. [www.usps.com](http://www.usps.com) makes it easy to print off mailing labels for music using the media rate.

## General Library Rules

1. Memberships may be purchased at anytime; we prorate at the middle of the fiscal year only.
2. All unreturned music for the previous year is due back by September 1 of each year.
3. Quantity music (5+ copies) should be returned within 60 days. If you need further use of the music, please contact office to let us know.
4. CDs, tapes, and instrument music should also be returned within 60 days.
5. Examination Copies - You may order single copies of music to examine. Please limit these to 20 songs. Examination copies should be returned within 30 days.
6. Please refrain from hole punching the music or marking in it in any way. This helps keep the music looking nice for the next church checking it out. We simply ask that you return it in the same shape you received it.
7. We recommend that Choir Directors keep track of music, and that it is all returned at the same time with an invoice or order form. We understand this isn't always possible and if music is lost or destroyed, we ask to be notified in writing to keep our inventory up to date. We are always happy to receive donations for lost or destroyed music. Please use the catalogue prices as a guide, and clearly mark your donation.
8. If your church is in the position to donate old anthems, please contact Jane Smolen at (309) 452-6710 or via email at: [music@ibfoundation.org](mailto:music@ibfoundation.org) and provide her with single copies of music to be donated. Existing library titles are always welcome.

Thanks for the privilege of serving you. We look forward to continuing our relationship with you again this year! If you currently not a member of the Immanuel Bible Foundation Lending Library would love to welcome you at any time. We hope you will benefit from the Library, and if you know of any churches that might benefit from the Library, please send them our way!