

LIBRARY REQUISITION FOR OUT-OF-PRINT COPYRIGHTED MUSIC

This form approved by Music Library Association ("MLA"), Music Publishers Association ("MPA") National Music Publishers' Association ("NMPA")

To: _____ Date: _____

We require, for library use, the work(s) entitled:

1. If in print, please send us ___ copies of the work(s) and bill us.
2. If permanently out of print, please sign the duplicate of this form, which shall constitute permission by you to us to make or procure the making of ___ copies of the work(s), but only on the following conditions:
 - a) The copyright notice shall be shown on all copies.
 - b) All copies shall be used for library use only.
 - c) No recording use or performance for profit use or use other than library use shall be made of any copy unless such use shall be expressly licensed by you or an agent or organization acting on your behalf.
 - d) We shall pay _____ for the right to copy pursuant to this permission but not otherwise.
 - e) We (do) (do not) own a copying machine.
3. If any work referred to above is unpublished and available on loan to us, please advise the terms and conditions of such loan.
If not available to us, please insert an X here ____ and return the duplicate of this form to us promptly.
4. If any work referred to above is not in your catalog, please insert an X here _____ and return the duplicate of this form to us promptly.

AGREED TO: Very truly yours,

(Name of Publisher)

(Name of Library)

Institution
Address
City, State, Zip
URL
Email
Telephone

This form should be prepared in duplicate.