



SCOTTISH COMMUNITY DRAMA

NATIONAL SCRIPT LIBRARY

3:6 TACONIC BUILDING, SUMMERHALL ARTS CENTRE, EDINBURGH EH9 1PL

TERMS OF USE

- **SCDA or Friends Scheme membership entitles borrowers to a maximum of 9 single titles, 1 set of scripts plus 6 singles, 2 sets plus 3 single titles or 3 sets of scripts.** No limit to the number of copies in a set (subject to the number in stock) provided that one copy of multiples is kept in the library.
 - SCDA Individual members and Clubs must produce the current membership card and provide contact details for the person responsible for each loan;
 - FRIENDS of the Library must pay an annual membership fee of £12 ind.; £24 group and provide contact details for the person responsible for each loan. Cheques to be made payable to 'Scottish Community Drama Association'.
- **Script lists may be perused and searched online** via the library page of www.scdaedinburgh.org.uk or www.scda.org.uk
- **Scripts may be perused and/or borrowed free of charge by visiting the library premises.** Opening hours:- Tues 2.15pm to 6.30pm last orders, or by special arrangement with the librarians (if, for instance, borrowers are travelling from outwith Edinburgh and cannot visit during normal opening hours). *However, it is hoped that SCDA Members and Friends will make a small donation each visit towards Library costs (or an annual donation). £1 per visit is suggested as a nominal sum – more would be welcomed!*
- **The loan period is a maximum of nine weeks.** Subsequent periods of nine weeks or part thereof may be approved provided the title is not awaited by another borrower. Such an extension will be treated as a new loan.
- **Scripts used for production purposes**, (where a performance is given before an audience), **will be charged at £3 per script hired**, plus postage where relevant. This will cover the entire period up to and including the performances plus one week.
- **Scripts to be returned as soon as possible either by hand or by post.** Parcels, properly packed and clearly labelled may be handed in at Summerhall Reception. The hirer's name should be clearly indicated whether posted or delivered by hand.
- **Late returns will be charged at 20p per script per week and will be enforced.** Exceptions to return dates will be made when the Library is closed for holidays. Lost items will be charged at current replacement value.
- **If the maximum quantity of scripts have been borrowed, no further copies may be taken out until some or all of the current loan is returned.** one back = one more may be borrowed. **Maximum on loan will be 9 single titles, 1 set of scripts plus 6 singles, 2 sets plus 3 single titles or 3 sets of scripts.**

There is also a postal service:-

- **Orders may also be placed by email** via library@scda.org.uk or by telephone via Douglas Currie 07879 877732 (Tuesdays only); Susan Wales 07799 408608; Alison McCallum 07772 945612
- **An administration charge will be made for postal loans.** £2 for the first script with a charge of 50p for successive scripts. E.g: 4 scripts would be £3.50 excluding postage. Cheques to be made payable to 'Scottish Community Drama Association'.