

GOODSPEED MUSICALS



The Scherer Library of Musical Theatre

Policy Manual

Initially prepared by Joshua S. Ritter, MFA, Education Manager & Library Director

MAX
SHOWALTER
CENTER FOR EDUCATION
IN MUSICAL THEATRE



GOODSPEED
MUSICALS®

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A. Mission and Goals

Mission:

The mission of the Scherer Library of Musical Theatre is to preserve the heritage and rich legacy of the American musical theatre so that it can be a resource for artists, scholars, educators, students, and Goodspeed staff. The Scherer Library staff will secure and preserve significant performance materials and other musical theatre related resources which represent the growth, development, and maturity of this important art form. Materials will be preserved for their importance as historical records and for their value to Library patrons.

Scherer Library of Musical Theatre Goals:

- a) To preserve the heritage and the rich legacy of the American musical theatre
- b) To provide artists, scholars, educators, and Goodspeed staff with access to musical theatre resources
- c) To promote and propagate musical theatre
- d) To concentrate Library resources on acquisition and preservation
- e) To make parts of the collection available to the general public through specialized exhibition or carefully controlled channels of distribution on a case-by-case basis

B. Who May Use the Scherer Library

- a) The Scherer Library serves artists, scholars, educators, students, and Goodspeed staff. Parts of the collection will be made available to the general public through specialized exhibition or carefully controlled channels of distribution (Please see **G3. Circulation Policy**). Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- b) Access to the Scherer Library may be denied at the discretion of Library staff. Potential reasons for such denial may be previous failure to return Library materials, destruction of Library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on Library premises.

C. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the Library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to banishment from the Library facilities, and the Library may be forced to call local authorities.

Children:

All children under the age of thirteen must be accompanied and supervised by a parent or designated guardian at all times while in the Library.

D. Services of the Library

- a) Select, organize, and make available Library resources.
- b) Provide guidance and assistance to patrons in the use of the Library and its resources.
- c) Fulfill research requests when possible in a timely fashion.
- d) Create an annual exhibit in the Library for the Festival of New Musicals.
- e) Use media and other public relations mechanisms to promote the full range of available Library services to the populations served by the Library. This includes informing actors about the Library resources at first rehearsal using the Arts Education Collaboration Workshop Form (Please see **H3. Exhibit C**); informing new Goodspeed staff of the Library; keeping the Library webpage updated and accurate; participating in professional development offerings, as appropriate; and accepting speaking requests that help promote the Library.

E. Responsibilities and Authorities of the Library Advisory Board

The Library Advisory Board was first established in 1987 to inform theatrical organizations and individuals about the Library's existence and to promote the facility as a home for musical theatre collections.

Role of the Library Advisory Board:

- a) To inform theatrical organizations and individuals about the Library.
- b) To identify collections, publications, and university affiliations of interest and value.
- c) To promote the facility as a home for musical theatre collections.
- d) To identify technical innovations and trends related to the Library.
- e) To suggest how the Library can be of further service to musical theatre communities in New York and around the country.
- f) To establish a budget and goals for Library-related programming as needed in conjunction with the General Manager and Library Director.

F. Volunteers

The Library encourages individuals and groups to volunteer their time and efforts in service to the Library. For more information, please contact the Library Director at jritter@goodspeed.org or at 860-873-8664 Ext. 522.

G. Policies

1. Personnel Policy*

Management Policy:

- a) Goodspeed's General Manager shall select, appoint, and supervise the Library Director.
- b) Goodspeed's General Manager shall establish all other positions and all wage and benefit levels for all Library staff.
- c) The General Manager shall provide an effective orientation for new directors to assure that the directors understand: a) the policies and processes related to the daily operation of the Library; b) reporting and budgetary requirements that assure accountability; and c) the expectations of the General Manager related to administrative processes and protocol.
- d) The General Manager shall conduct annual appraisals of the Library Director's performance, at which time personal and management goals can be discussed and negotiated.
- e) Goodspeed's General Manager will also be responsible for any disciplinary or corrective action with respect to the Library Director, up to and including suspension or termination of the Library Director. The Library Director will be responsible for any disciplinary or corrective action with respect to Library staff.

Administrative Policy:

The person appointed as Library Director shall be charged with the administration of the Library. The Library Director will perform the following duties:

- a) Direct Library operations and manage and supervise Library staff, volunteers, and interns.
- b) Develop policies that align with Goodspeed's mission and preserve the Library collection.
- c) Manage the Library's physical collections and acquisitions.
- d) Plan and administer the Library's annual operating budget.
- e) Provide access to the Library's collections in accordance with the Library's Collection Development Policy (Please see **G2. Collection Development Policy**).
- f) Prepare annual reports for the Library Advisory Board and organize the annual Board meeting.
- g) Work with Goodspeed Musicals' Development Department to find and coordinate funding for the Library.
- h) Create and maintain relationships with key funding sources and donors.

*For additional personnel policy information, please see the Goodspeed Musicals Employee Handbook.

2. Collection Development Policy

Objectives:

The purpose of the Library is to provide the communities that we serve with musical theatre related resources to support the pursuit of artistic endeavors, education, information, research, and pleasure.

Because of the volume of publishing, as well as the limitations of budget and space, the Library shall maintain a collection development policy that meets community interests and needs. The collection development policy is used by the Library staff to support the selection of materials.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Library and Goodspeed's General Manager and are integral parts of the policy.

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection:

The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the collection development policies.

Criteria for Selection:

The Library's policy is to accept musical theatre-related items that are new to the collection. The Library generally keeps two copies of almost everything in case something is damaged or lost. The Library considers operetta to be the earliest related art form for the purposes of expanding the Scherer Library collection.

The main points considered in the selection of materials are:

- a) Relation to American musical theatre
- b) Suitability of material for the clientele
- c) Individual merit and historical value
- d) Uniqueness
- e) Popular appeal/demand
- f) Budget

Gifts and Donations:

The Library accepts gifts with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the Library Director may dispose of them as appropriate. The same criteria of selection which are applied to purchased materials are applied to gifts.

The Library encourages and appreciates gifts and monetary donations. Donors will be required to fill out the Library's Deed of Gift (Please see **H4. Exhibit D**) at the Library Director's discretion. For smaller donations of limited value, the Library's Gift Statement (Please see **H5. Exhibit E**) may be issued in place of the Deed of Gift. By law, the Library is not allowed to appraise the value of donated materials, but Goodspeed's Development Department will provide an Acknowledgment Letter (Please see **H6. Exhibit F**). If a donor would like to have his or her collection appraised, an appraisal must be completed before the gift is donated to the Library. Those wishing to make any form of gift to the Library should contact the Library Director at jritter@goodspeed.org or at 860-873-8664 Ext. 522.

Weeding:

A useful collection is maintained through a continual withdrawal and replacement process. Replacement of items in the collection is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the General Manager. Withdrawn materials will be stored and deaccessioned. If possible, these items will be sold to benefit the Library and Goodspeed Musicals. The General Manager should be notified before deaccession takes place. With the permission of the General Manager, the Library Director may give Library interns and Library staff a limited number of items that have been marked "withdrawn." Library materials should not be given away or deaccessioned under any other circumstances.

Potential Problems or Challenges:

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of material or exposure of material to children rests with their parents or legal guardians. Selection of Library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no Library material will be sequestered except to protect it from damage or theft.

3. Circulation Policy

Patron Types:

- a) **Goodspeed Senior Staff:** Rachel Tischler, Erica Gilroy, Donna Lynn Hilton, Kristan McLaughlin, Michael Gennaro, Glen Grusmark, Nancy Altschuler, and Dan McMahan.
- b) **Goodspeed Employees:** All other Goodspeed employees including actors in residence.
- c) **Educational Program Participants:** People participating in Goodspeed educational programs including NYU Graduate Musical Theatre Writing Program students, Technical Apprentices, and Administrative Interns.
- d) **Visiting Artists:** Johnny Mercer Writers Colony participants and Hartt School and Boston Conservatory students involved with the Festival of New Musicals.
- e) **General Public:** People with no current connection to Goodspeed's programs or productions, former Goodspeed employees, or anyone from the community including local students, educators, scholars, and artists.

Important General Circulation Policies:

- a) Archival Goodspeed production footage may only be circulated to the General Manager and Executive Director.
- b) Original documents should never be sent in the mail to anyone.
- c) If the Library Director is not on duty, the Education & Outreach Manager should manage circulation. The Education & Outreach Manager should inform the Library Director which items were lent out when he/she returns.
- d) If any patron category (except for Goodspeed Senior Staff) has an item that has been overdue for more than two weeks, he or she will not be permitted to borrow additional items until they return the overdue item or pay for it to be replaced.
- e) A Goodspeed Senior Staff member and the authors must give permission before anyone can borrow or copy Goodspeed Archival Production Documents.
- f) A Goodspeed Senior Staff member and the Orchestrator must give permission before anyone can borrow or copy Goodspeed Archival Orchestrations.

- g) The Library Director must give permission before anyone can circulate or provide access to the items in the Priority Archive, Special Archive, and Janice Grower Collection.

Patron Type Circulation Policy and Loan Periods:

- a) **Goodspeed Senior Staff** patron type may borrow anything from the collection and shall be given the highest priority service. Goodspeed Senior Staff have a one-month loan period. Library staff will contact Goodspeed Senior Staff to check on the status of items that have been on loan for more than one month. Library staff will continue to check on the status of overdue items once per month until they are returned. Goodspeed Senior Staff is the only patron type that may continue borrowing materials if something is overdue for two weeks or more.
- b) **Goodspeed Employees** patron type may borrow certain items on a case-by-case basis for one week. Employees may have a maximum of 10 items on loan at any given time. The Library Director should be consulted before circulating items to Goodspeed staff if he/she is on duty. Members of the creative team (Director, Authors, Music Director, Choreographer, Designers, including Stage Manager) for a show in production at Goodspeed should be given the same priority service as Goodspeed Senior Staff members. Generally, any requests by Goodspeed employees that are work related should be given priority service. *The Library Director should remind employees to return items before they leave Goodspeed using the Employee Reminder Email (Please see **H2. Exhibit B**).
- c) **Educational Program Participants** patron type may borrow items on a case-by-case basis for the duration of their stay at Goodspeed. Educational program participants may have a maximum of 5 items on loan at any given time. Always check with the Library Director before circulating items to educational program participants if he/she is on duty.
- d) **Visiting Artists** patron type may borrow certain items on a case-by-case basis for the duration of their stay at Goodspeed. Visiting artists may have a maximum of 5 items on loan at any given time. Always check with the Library Director before circulating items to visiting artists if he/she is on duty.
- e) **The General Public** patron type may borrow CDs and Films on a case-by-case basis for one week. The general public may be able to borrow other items at the Library Director's discretion. Members of the general public may have 3 items on loan at any given time. Always check with the Library Director before circulating items to the general public. Members of the general public must present identification when registering in the integrated library system.

Registration:

If a borrower wants an item, they must be registered in the Koha ILS system. Library staff will register patrons in the system as needed and check out the item.

If the borrower wants an item without a barcode, they must manually sign out the item in the Library Sign-Out Book after registering in the Koha ILS system. Library staff must be informed before the item can be checked out.

If a member of the general public would like to borrow a barcoded item, identification is required. A driver's license or student ID is preferred; however, any other official ID or recent piece of mail may be acceptable.

The parent or guardian of applicants under 16 years of age must check out and assume responsibility for the applicant's borrowed items.

Fines and Charges:

There are no fines for overdue materials within two weeks after the item is due back to the Library. A first notice is sent when the material is due. If the material is not returned within two weeks, a bill will be sent for the replacement cost of the material plus a service charge for processing, cataloging and postage. If any patron type (except for Goodspeed senior staff) has an item that has been overdue for more than two weeks, the patron will not be permitted to borrow additional items until he or she returns the overdue item or pays for it to be replaced.

4. Reference Service and Research Request Policy**Reference Service Policy:**

The Scherer Library:

- will fulfill research requests in a timely fashion when possible and in accordance with the Library's research request policy;
- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone or email);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials within reason;

- may refer Library users to other agencies and libraries in pursuit of needed information; and
- may use Library resources in printed form as well as consult appropriate digital resources within the Library, as well as make inquiries to the regional resource Library and other agencies by telephone in pursuit of “ready reference” information.

Research Request Policy:

Library staff should always check with the Library Director before fulfilling research requests, but this is a general guide to follow when dealing with the general public. We do not suggest a donation for former educational program participants, students from the Hartt School or Boston Conservatory, or former employees. If these individuals make many requests or if they make an especially time-consuming request, Library staff should suggest a donation before fulfilling the request.

Library staff must confirm that patrons are using the materials in accordance with “fair use” intellectual property laws. Library staff must ask why the patron needs the materials, and library staff must include the appropriate language when responding to the request. The Research Request Response document with approved wording is stored on the shared Library drive (Please see **H1. Exhibit A**). Library staff should also include a copyright disclaimer at the bottom of the message (Please see **H1. Exhibit A**). We reserve the right to deny a request if a patron wants to use Library materials for unlawful purposes. Patrons must be alerted to the suggested donation amount before fulfilling the request.

Research Request Suggested Donation Guide:

PDF of script or score

\$20 for labor (increase by \$10 if more than 4 copies requested)

PDF of song

\$15 for labor (increase by \$10 if more than 4 copies requested)

Hardcopy of script or score:

\$20 to \$30 for labor depending on difficulty and shipping (\$10 per script for copy services)

Hardcopy of song:

\$15 for labor and shipping (Add \$5 if more than 4 copies requested)

Transfer an LP to digital format:

\$30 for labor (Add \$10 if they want it physically shipped somewhere)

Transfer an audio cassette or VHS to digital format:

\$20 for labor (Add \$5 if they want it physically shipped somewhere)

Send an MP3 or other digital format file:

\$15 for labor (Add \$5 if they want it physically shipped somewhere)

Photocopy of a playbill:
\$15 for labor (Add \$5 if they want it physically shipped somewhere)

5. Programming Policy

A “program” is a planned interaction between Library staff and the program participants for the purpose of promoting Library/Goodspeed Musicals materials, facilities, or services, or for offering the community an informational, entertaining, or cultural experience. Programming includes such activities as panel discussions, conferences, films, tours, etc.

The General Manager and Library Advisory Board, in conjunction with the Library Director, will establish an annual budget and goals for programming to facilitate the effective implementation of this service.

6. Public Relations Policy*

Public relations goals of the Library include:

- Promoting the facility as a home for musical theatre collections;
- Promoting an understanding of the Library’s objectives and services among the communities it serves; and
- Promoting the importance of preserving the heritage and the rich legacy of the American musical theatre.

The Library Director will be expected to make presentations and to participate in activities to promote Library services. A reasonable amount of Library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television must be approved by Marketing and, when appropriate, Development. The Library Director should make sure the Marketing Department is aware of speaking engagements, presentations, and interview requests for promotional purposes.

*For additional public relations policy information, please see the Goodspeed Musicals Employee Handbook.

7. Equipment Use Policy

Several computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computer. Library staff is available for general assistance in using the computer.

A printer/copier is available. Printer paper will cost \$0.15 per sheet and must be paid for when printing/copying are finished. There is a box across from the copier/printer where patrons may leave money to pay for copies. Patrons should inform Library staff when making copies.

Copy machine users are advised that there are restrictions on reproducing copyrighted materials. Any violation of the intellectual property rights of any Library material is the responsibility of the copy machine user.

8. Internet Use Policy*

The Library provides access to the Internet as a means to enhance the information and learning opportunities for patrons. Goodspeed Musicals has established the following Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; this service, however, may be restricted at any time for use not consistent with the guidelines.

Expectations:

Users should be aware that the inappropriate use of electronic information resources may be a violation of local, state, and federal laws and may lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Library has no control over the content found there. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The Library cannot assure that data or files downloaded by users are virus-free. The Library is not responsible for damage to equipment or data on a user's personal computer due to the use of data downloaded from the Library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the Library is unable to manage e-mail accounts for any organizations or individuals.
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session—if there is no patron waiting for the

service at the end of a session, the user may have another session, Users will respect and uphold copyright, intellectual property, and all other applicable laws and regulations; they will not use Goodspeed-provided Internet for illegal purposes.

- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the Library through their use of the Internet service.
- Users shall not create and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to Goodspeed computer equipment, programs, or parameters.

*For additional internet use policy information, please see the Goodspeed Musicals Employee Handbook.

9. Max Showalter Room Policy

- a) The Max Showalter Room (the “Room”) is available to individuals or organized groups for Goodspeed Musicals or Library-related activities. Exceptions may be made by the Library Director.
- b) The people using the Room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued misuse will result in denied future access to the Room.
- c) Users of the Room must leave the door open and the blinds closed when leaving the Room to maintain a temperature and environment that will help preserve the photographs and art.
- d) Library staff and Goodspeed employees will have first priority in Room use.
- e) There will be no charge for use of the Room.
- f) No admission may be charged by groups or individuals using the Room.
- g) No smoking is allowed in the Room or in any Goodspeed building. Candles or any open flame may not be burned in the Room.
- h) The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library or the Room by any group or individual.
- i) Neither the Library Advisory Board, staff, nor Goodspeed Musicals assume any liability for groups or individuals using the Room.

The Library Director is responsible for coordinating the use of the Max Showalter Room and basic upkeep.

10. Disaster Policy*

Fire Evacuation Procedures

Things to Do/Remember:

- Call 911
- Contact Emergency Coordinator
- Evacuate the Building

-Many times, more damage is done by attempting to stop the fire instead of immediately alerting the fire department. **YOUR FIRST ACTION SHOULD BE TO CALL 911** and begin evacuation of the building. If you are trained in the use of a fire extinguisher, follow proper procedure by pulling the safety pin out, squeezing the handle, and spraying towards the base of the flames.

Emergency Coordinator – General Manager

Building Captain – Library Director

Costume Shop Manager (if Library Director unavailable)

Assembly Point – The Village

Media Assembly Point – The Boardman/Lawton Driveway

Section Contents

- a) During Business Hours
- b) During Non-Business Hours
- c) Flood Procedures
- d) Snow Storms

a) During Business Hours

Emergency Coordinator – General Manager

Dial 911 to alert authorities. In the event the phone system is out use a cell phone. If a cell phone is not available the person that found the emergency should assign someone to leave the building to call 911. A list of public phone locations within the building is located in Appendix F of the Emergency Procedures document.

Notify the Staff person in charge of the exact location of the emergency and which exits, if any, not to use.

The **Building Captain** will then:

1. Contact the Emergency Coordinator
2. Inform the entire building and calmly explain that we have an emergency and ask everyone to calmly leave the building through the appropriate exits. State which exits, if any, are impassable.
3. Proceed to the Assembly Area to take a head count and be the point person when the Emergency Coordinator and Emergency Crews arrive.

The **Education & Outreach Manager** will then:

1. Clear the Library, the second floor Conference Room.
2. Proceed to the Assembly Area and report to the Building Captain.

The **Costume Director** will then:

1. Clear the Storage Area, Craft Area, Wig Area, Break Area and Telemarketing.
2. Proceed to the Assembly Area and report to the Building Captain.

The **Costume Design Assistant** will then:

1. Clear the Costume Shop.
2. If the Costume Director is the Building Captain take the role of the Costume Director.
3. Proceed to the Assembly Area and report to the Building Captain.

The **Music Director** will then:

1. Clear the Music Offices and Showalter Room.
2. Proceed to the Assembly Area and report to the Building Captain.

b) During Non-Rehearsal Hours

Emergency Coordinator – General Manager

The person who finds the emergency should follow the list below and confirm that the building is empty. The person that finds the emergency should contact the General Manager with the details of the emergency.

1. **Dial 911 to alert authorities.** In the event the phone system is out use a cell phone. If a cell phone is not available the person that found the emergency should assign someone to leave the building to call 911. A list of public phone locations within the building is located in Appendix F of the Emergency Procedures document.
2. Calmly tell everyone there is an issue and to evacuate the building and meet in the Village.
3. Instruct everyone in the building which doors, if any, should not be used to exit the building.
4. Make sure all areas of the building are clear.
5. Meet in the Village and take a head count. Alert emergency personnel if anyone is left in the building.

c) Flood Procedures

Emergency Coordinator – General Manager

If you notice that the storm drain next to the costume shop is clogged with leaves or other debris, please contact the Theatre Manager, as this is how most floods in the building start. If there is an actual flood, the person who finds the flooding should follow the list below.

1. **Call Theatre Manager, Edward Blaschik at 860-873-8664, ext. 326.**
2. If he is not at his desk, please call his cell phone at 860-638-9779.
3. Call the General Manager, Library Director, and Costume Shop Manager to explain what has happened.
4. If the flooding occurs during business hours, send the following e-mail to _Everyone@goodspeed.org to request assistance in moving things to safer locations.

“There is a flood at the Factory Building. If possible, please come to the Scherer Library and costume shop as soon as possible to help move items to safer locations. Thank you.”

5. Begin moving items on lower shelves away from the floor. If possible, try to relocate items together, i.e. Move one shelf in the Library to the same table instead of multiple tables.
6. If items are wet try to lay them out flat to dry.

d) Snow Storms

Inclement weather messages will usually be posted between 7:00 a.m. and 7:30 a.m. To access the message, call 860-873-8664 and dial 888.

*For additional Disaster policy information, please see the Goodspeed Musicals Emergency Procedures document.

11. Security Policy

- a) Under no circumstances should the Library be left unsecured or unattended. If only one member of the Library staff is present and he or she needs to leave briefly, the door should be locked.
- b) Library interns and volunteers may be left alone in the Library for short periods of time if the door is locked. This should be left to the discretion of the Library Director.
- c) The alarm system must be armed when the Library is unoccupied.
- d) Keys should only be issued to Library staff and designated Goodspeed employees who require access to the space.
- e) Library staff should perform regular inventory checks to identify and mitigate shrinkage.
- f) Any suspicious or overtly nefarious activity should be reported to the GM.
- g) The Library Director is responsible for keeping track of the keys needed to access collections kept in secure locations in the Library. These keys may be made available to other Library staff at the discretion of the Library Director.

12. Revision of Library Policies

The preceding statements of the Library’s policies shall be subject to review and needed revision at least every five years by the General Manager and Library Director. Individual policies will be reviewed or added as needed.

Adopted by:

General Manager: _____

Date: _____

Library Director: _____

Date: _____

H. Exhibits

1. Exhibit A – Research Request Response

Please be sure to include highlighted sections anytime we mention sending materials to someone.

Dear _____,

Attached please find a copy of the _____ script **to be used for private study, scholarship, or research.** For shipping, labor, and materials expenses, we respectfully suggest a donation of \$20 to Goodspeed's Scherer Library. These donations help us make this service possible. Please send the check to the following address:

Goodspeed Musicals
Attn: Josh Ritter
Scherer Library of Musical Theatre
Box A
East Haddam, CT 06423

Please make the check out to the Goodspeed Opera House Foundation. In the lower left section of the check where it says "for," please put Scherer Library of Musical Theatre. In your response to this email message, please provide us with your mailing address and phone number for our records. **If you are unable to make the donation, that's fine.** Thank you and please inform us if we can be of assistance in the future.

All the best,

[Your name]
Goodspeed Musicals
Scherer Library of Musical Theatre

Copyright Disclaimer

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

2. Exhibit B – Employee Reminder Email

Dear “Bye Bye Birdie” cast,

Please return any borrowed items to the Scherer Library of Musical Theatre by 5:00 p.m. on Thursday, Sept. 8. If that’s not possible, please return items to the brown box outside the library door before you leave town. Thanks for helping us make sure all the items remain in the library for everyone to use. It has been a pleasure meeting you and seeing your incredible work on stage! I wish you the best, and I hope to see you again soon. If you need any help finding musical theatre resources in the future, please contact me.

Best,

Joshua S. Ritter
Education Manager & Library Director
Goodspeed Musicals
Scherer Library of Musical Theatre
East Haddam, CT 06423
860-873-8664, ext. 522
Fax 860-873-2329
JRitter@goodspeed.org

4. Exhibit D

DEED OF GIFT

(Individual Gift)

I, the undersigned Donor, hereby donate and convey to the Goodspeed Opera House Foundation (“Goodspeed”), subject to the Terms and Conditions attached hereto, all right, title, and interest that I possess in the physical property described in Section 2 of this Deed, below.

1. Donor Information

Name: _____ Telephone
Number _____

Name of co-owner (if any):

Street Address:

City/State/Zip:

E-mail address:

2. Description of the Property:

(Please attach a separate list if more space is needed.)

3. Date Goodspeed or its Agent Took Possession of Material: _____

4. Donor Acquisition Information:

The Property was acquired by Donor on (date) _____ by (check one below):

- Gift
- Inheritance
- Purchase
- Debt satisfaction

Other:

5. If you would like the gift to be used in a specific way, please explain below.

6. Was the donation appraised? (If a donor would like to have his or her collection appraised, an appraisal must be completed before the gift is donated to the Library.)

- Yes
- No

If so, please attach a copy of the appraisal to this document.

7. Intellectual Property

A. Intellectual Property Interests:

This section deals with the copyright, literary rights, artistic rights, or patents (collectively, “Intellectual Property Rights”) that may be associated with the physical materials being donated.

Please check one of the following:

Terms and Conditions

Goodspeed has accepted Donor's gift of the Property (and, if applicable, Intellectual Property) listed above, subject to the following terms and conditions:

1. By execution of the Deed of Gift, Donor expressly represents and warrants to Goodspeed that he or she is the sole lawful owner of title to the Property or that Donor is fully authorized by such owner to enter into this Deed of Gift. Donor further represents that the Property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that Donor has the right to give or transfer the Property.
2. Donor acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of Goodspeed. The display, use, maintenance, and disposition of the Property are at Goodspeed's sole discretion.
3. Donor represents and warrants that no customs laws, tax laws, laws of inheritance, or other laws or regulations applicable to the Property, its export or import, have been broken.
4. Donor represents and warrants that there are no claims, judgments, liens or other encumbrances of any kind whatsoever against the Property, any portion of the Property, or title to it.
5. The Internal Revenue Service has determined that Goodspeed is exempt from federal income tax pursuant to Section 501(a) and (c)(3) of the Internal Revenue Code. Goodspeed does not advise donors on tax matters and suggests that Donor direct any questions regarding donations as charitable contributions to Donor's tax advisor or an office of the Internal Revenue Service. Goodspeed does not appraise donations but will make the Property available for appraisal upon the request of Donor.
6. Donor will defend, indemnify, and hold Goodspeed harmless from claims or allegations arising from or relating to conduct that would be a breach of Donor's warranties or representations herein if established.

5. Exhibit E

Gift Statement

1. The Goodspeed Opera House Foundation (“Goodspeed”) accepts gifts with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the Library Director may dispose of them as appropriate.
2. Goodspeed accepts donations with the expectation that the gift is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that the Donor has the right to give or transfer the Property.
3. Donors should be aware that upon the donation of the items, the Property irrevocably becomes the property of Goodspeed. The display, use, maintenance, and disposition of the Property are at Goodspeed’s sole discretion.
4. Donor represents and warrants that no customs laws, tax laws, laws of inheritance, or other laws or regulations applicable to the Property, its export or import, have been broken.
5. Donor represents and warrants that there are no claims, judgments, liens or other encumbrances of any kind whatsoever against the Property, any portion of the Property, or title to it.
6. The Internal Revenue Service has determined that Goodspeed is exempt from federal income tax pursuant to Section 501(a) and (c)(3) of the Internal Revenue Code. Goodspeed does not advise donors on tax matters and suggests that Donor direct any questions regarding donations as charitable contributions to Donor’s tax advisor or an office of the Internal Revenue Service. Goodspeed does not appraise donations but will make the Property available for appraisal upon the request of Donor.
7. Donor will defend, indemnify, and hold Goodspeed harmless from claims or allegations arising from or relating to conduct that would be a breach of Donor’s warranties or representations herein if established.
8. If a donor would like to have his or her collection appraised, an appraisal must be completed before the gift is donated to the Library.

6. Exhibit F – Acknowledgement Letter

March 30, 2018

Address

Dear _____,

Please accept my heartfelt thanks for your generous in-kind gift of 2,000 musical theatre CDs, received on March 2, 2016. We are so grateful to add this extensive collection to our library.

As you can imagine, support from our local community is extremely important to the operation of our organization. Our Library will be sure to put your gift to good use. Your donation helps to make our productions and educational mission a success – We are most appreciative!

We are thankful to have you as part of the Goodspeed family. I hope to see you at the theatre soon!

Very cordially yours,

Nancy Altschuler
Director of Development

Please consider this letter our official acknowledgment of your gift for tax purposes. No goods or services, in whole or in part, were given to you in exchange for this gift.