



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 provide contact details for the person responsible for each loan.
 - FRIENDS of the Library must pay an annual membership fee of £12 individual £24 group and provide contact details for the person responsible for each loan.
N.B. The friends membership year is from the date they join
Cheques to be made payable to 'Scottish Community Drama Association'. payments can also be made by Bank Transfer to SCDA HQ and the Librarian will send Bank details on request
- **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 or by special arrangement with the librarians (if, for instance, borrowers are travelling from out with 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. Please note that the hire of a script does not indicate that it is available for performance.
- **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 or damaged 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
Alison McCallum 07772 945612
- **Postage is charged at current** rate for UK signed by royal mail or equivelent (<https://www.royalmail.com/current-postage-prices>)
- Cheques to be made payable to 'Scottish Community Drama Association'. Postal payments can also be made by Bank Transfer to SCDA HQ and the Librarian will send Bank details on request