MUSIC SERVICES HISTORIC SHEET MUSIC COLLECTION REQUEST FORM

The UO Music Services' Historic Sheet Music Collection is accessible only by request through the Douglass Listening Room, using this form, and is to be used by scholars or individuals who cannot find these songs in any other form in the Knight Library. The pieces of music may not leave the Douglass Listening Room, and you will need to **allow 24 hours** for staff to pull the items, at which time you will be notified of their availability for viewing in the Douglass Listening Room.

Before you request these songs to be pulled, make sure that you have checked the following sources for alternative editions:

1. **The UO Libraries' Catalog** (search Keyword for the title of the song)
2. Any of the **indexes to songs in collection** (located on the Music Reference Index Table)
3. The **Historic Sheet Music Digitized Collection**, at http://boundless.uoregon.edu/digcol/sheetmusic/index.html (from the UO web site, click on **Videos & Music**, then scroll to the bottom of the page.)

For suggestions on how to search for songs in collections, ask staff for a copy of *How To Find Songs and Lyrics to Songs*, or see **http://libweb.uoregon.edu/music/researchguides/songs.html**

Copying of the sheet music is only done for items **copyrighted before 1923** in the Douglass Room with your own digital camera; or our Image Services Department can make a scan of it, beginning at $6.00 an item. Photocopying of the collection is prohibited, due to concern for preservation of the materials.

INDIVIDUAL SHEET MUSIC REQUEST

(Please indicate which way you would like to be notified by filling out the appropriate section; items with an asterisk (*) are mandatory)

***NAME**

ADDRESS

E-MAIL

PHONE NUMBER **(HOME)** **(WORK)**

***PURPOSE OF REQUEST**

***Title(s) Requested**	**Accession Number(s)**

(Limit of 12 items at a time; in-Douglass Room use only)