

# **ttish** SCDA National Script Library **nmunity** Terms & Conditions / Guidance for Users

#### Location

The library is at: 1st Floor, Argyll Court, Castle Business Park, Stirling FK9 4TT.

By car: Exit the M9 at Junction 10 and head for Castle Business Park.

There is a large sign for 'The Fusion Group', our ground floor neighbours, outside Argyll Court.

Library visitors are free to use car park slots labelled 'Avant'.

By bus: Route P2 from Stirling city centre bus/train stations.

Online: The full catalogue is available for browsing here. A revised version will be available from June 2025.

#### **Borrowing Scripts**

- 1. To borrow scripts, you must be one of the following:
  - a. A member of an SCDA club, or
  - b. An individual member of SCDA, or
  - c. A member of SCDA's 'Library Friends'

See 'Membership', below, for more details.

- 2. Scripts loans are either:
  - a. In person, free of charge, from our premises at Argyll Court, Stirling, or
  - By mail order, for which 'at cost' postal charges apply, invoiced with the script package.
     All mail order loan requests should be made via the Request Form, or can be emailed to <a href="mailto:librarians@drama.scot">librarians@drama.scot</a>, giving your name and membership status (Individual, Club or Library Friend).

Note: Loans to club members become the responsibility of that club's official contact.

- 3. The library holds individual scripts and full 'play sets' comprising approximately one copy per cast member. At any one time, borrowers are entitled to:
  - a. Up to nine (9) individual titles, including
  - b. Up to two (2) full play sets

Note: When loaning out sets, the library will retain at least one individual copy.

- 4. The normal loan period is nine (9) weeks, renewable (once) for a further nine weeks where there is no demand from another borrower.
- 5. Return costs (postage and packing) are the responsibility of the borrower.
- 6. Late returns are charged at £0.50 per week per item, payable to the account detailed below.
- 7. Lost or damaged books will be charged at full replacement value.

### Membership

- Library Friends membership is available to anyone over 18 residing in the UK.
   Annual Fee: £15 per individual, £30 per group To join, go to SCDA Library Membership
   Fees can be paid online via BACS, or in person at the library via contactless card.
   Anyone outside the UK wishing to borrow script(s) should contact library@drama.scot.
- 2. SCDA Individual and Club Memberships are available via the SCDA Website. Full SCDA membership is available at just £17.50 for new members see  $\underline{\text{SCDA}}$  Individual Membership.
- 3. The library does not take cash or cheque payment. All fees, late return and other charges are via BACS or contactless.

## **Operating Hours**

The library is normally attended at the following times (subject to review):

Tuesday. Wednesday: 10.30am to 2.00pm

Saturday: 10.00am to 12.00pm

The library is closed at all other times. Email requests made via the **Request Form** or received by email to **librarians@drama.scot** will be attended to at the first opportunity within the designated opening hours.

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