

2. A complete exchange of the 12 rolls from city subscribers and 24 rolls from out-of-town subscribers must be made whenever an exchange is made. *Subscribers will not be permitted to retain one, two or more favorite rolls, exchanging the remainder.* Such rolls should be purchased outright by the subscriber if is desired to retain them.

3. Subscribers will be held responsible for the care of the music and return of the identical rolls taken out. We cannot accept rolls damaged by subscribers. Damaged rolls showing more than ordinary use will be charged to their account.

4. Rolls must not be exchanged with other subscribers, as it becomes impossible for us to keep our accounts correctly if this is done. We are obliged to enforce this rule strictly.

5. Subscribers cannot return music once purchased. We are not responsible for rolls returned to us by mistake, as we have no record of them after they are sold. Therefore be careful to keep the music of your own library separate from ours.

6. All Library rolls for out-of-town subscribers are shipped by express only; rolls for city subscribers, by parcel delivery and the subscribers are expected to pay all transportation charges.

7. Library orders should be written on regular blanks, which will be supplied by us on application.

8. Members will aid us if they will report *in writing* any complaints they may desire to make.

9. In the event of finding a defective roll of music, patrons are earnestly requested to fasten a slip of paper around the box containing it and write on the slip what defect they have found. The roll will be either repaired or discarded, thereby enabling us to render our subscribers perfect service.

10. A list of 30 rolls should be supplied to insure delivery of 12. A list of 60 rolls should be supplied to insure the delivery of 24.

11. With each lot of music there will be enclosed a memorandum of numbers of rolls sent. Please preserve and return this memorandum with the music.

By exercising care in the observance of the above rules confusion will be avoided.