Select any that apply:

___ This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

___ This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

__X_ This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for: Music Librarian

Maintain Guest Books containing all current chorus songs.

1. **When new songs are added to the website print copies of the song and insert into the Guest Book.**
2. **Remove all songs from the Guest Books when they are removed from the website's current song list.**

Distribute Guest Books to all chorus visitors at the beginning of rehearsal and retrieve them at the end of chorus rehearsal.

Provide copies of printed music to chorus members unable to print from the website.

Work closely with the Directors so as to anticipate when numerous copies of music may be needed for guests.