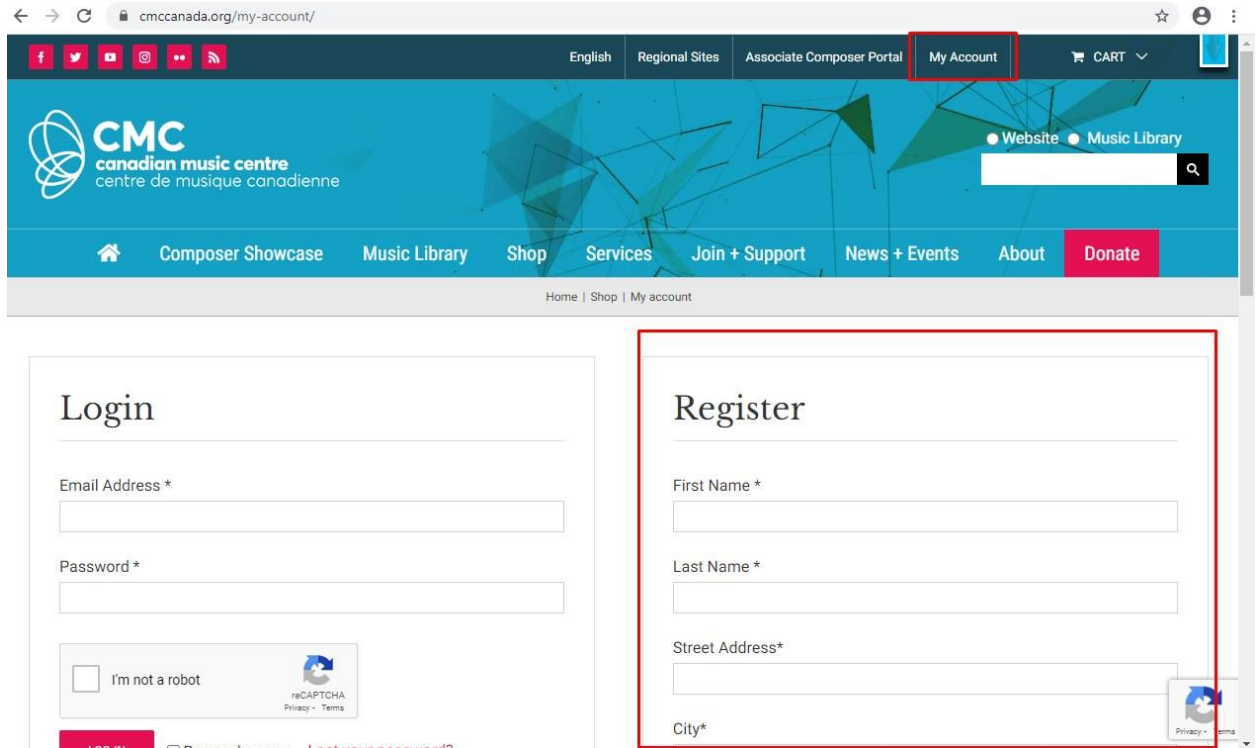


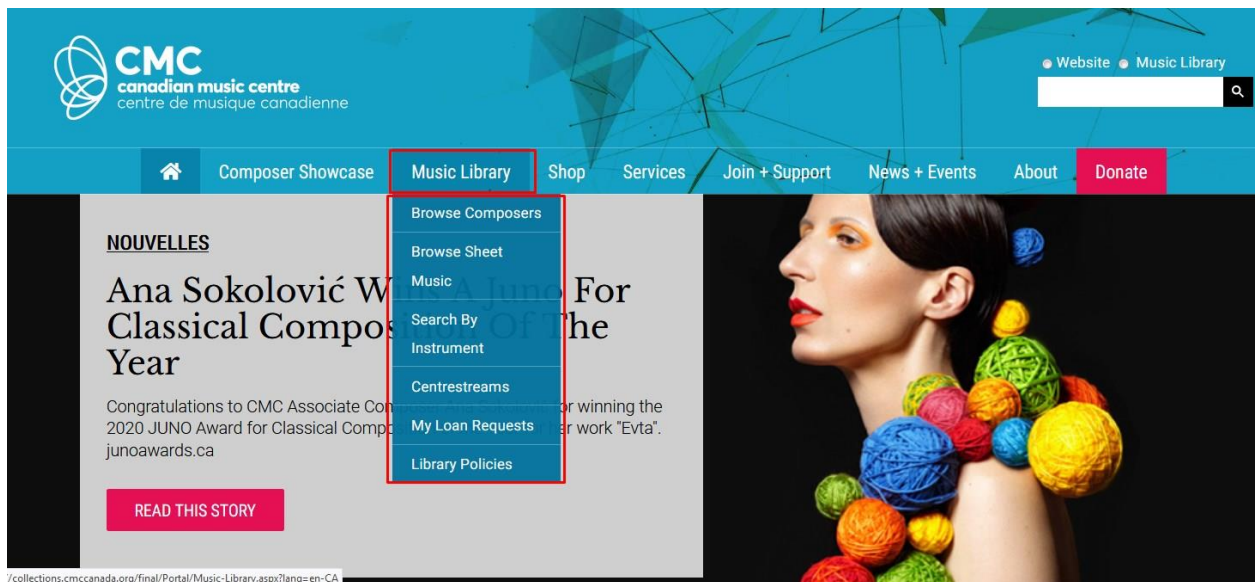
How to submit a loan request.

1. Create an account or login to www.cmccanada.org

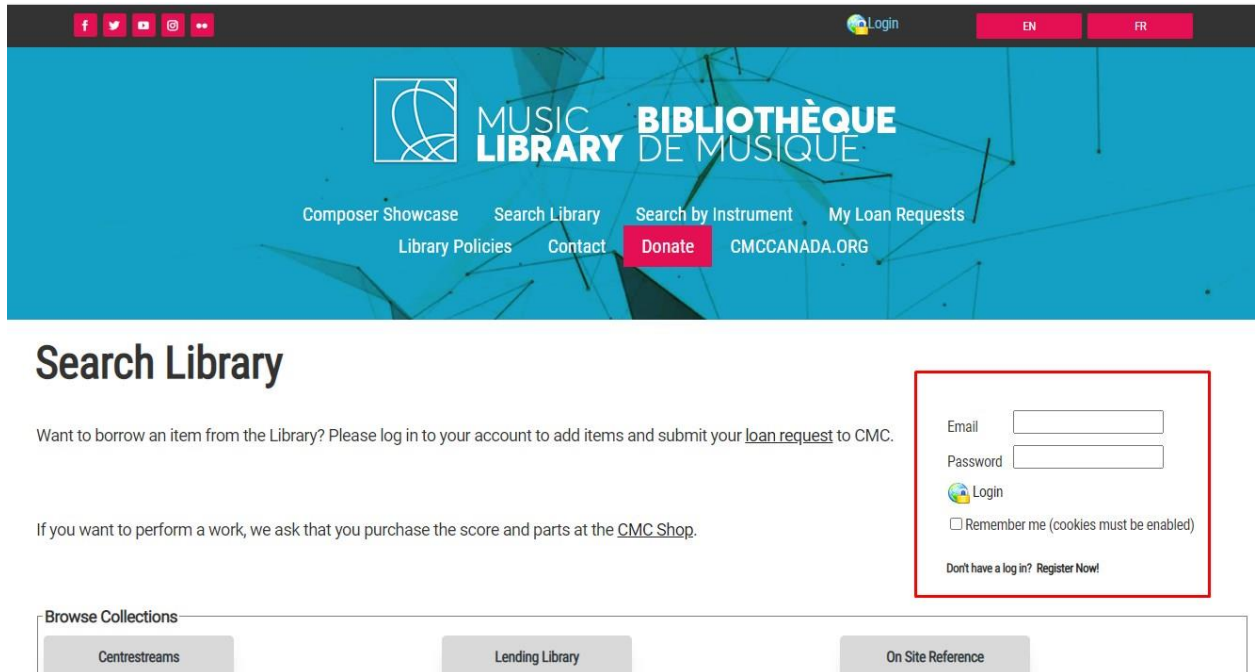


The screenshot shows the 'my-account' page on the CMC website. The 'My Account' menu item is highlighted in the top navigation bar. Below the navigation bar, there are two main sections: 'Login' and 'Register'. The 'Login' section includes fields for 'Email Address *' and 'Password *', a reCAPTCHA widget, and a 'LOGIN' button. The 'Register' section includes fields for 'First Name *', 'Last Name *', 'Street Address*', and 'City*', along with a reCAPTCHA widget. A red box highlights the 'Register' form area.

2. Click on the "Music Library" menu tab and select "Browse Composers," "Browse Sheet Music" or "Search by Instrument." In this example select "Browse Sheet Music".

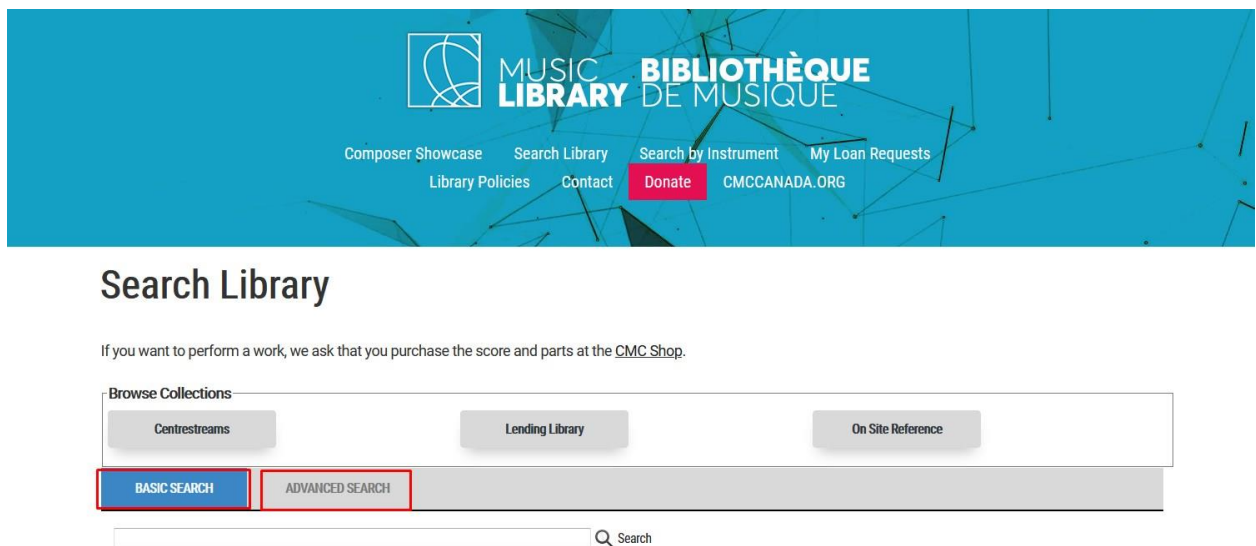


3. Login to the Library. You are successfully logged in if you don't see the login fields. Your login is the same as the account you created on the website.



The screenshot shows the top navigation bar with social media icons, a language selector (EN, FR), and the site logo. Below the logo is a menu with links: Composer Showcase, Search Library, Search by Instrument, My Loan Requests, Library Policies, Contact, Donate, and CMCCANADA.ORG. The main heading is "Search Library". Below this, there is a text prompt: "Want to borrow an item from the Library? Please log in to your account to add items and submit your [loan request](#) to CMC." and another prompt: "If you want to perform a work, we ask that you purchase the score and parts at the [CMC Shop](#)." A red box highlights the login form, which includes fields for Email and Password, a Login button, a "Remember me" checkbox, and a "Register Now" link. Below the login form is a "Browse Collections" section with buttons for "Centrestreams", "Lending Library", and "On Site Reference".

4. Search for the scores you would like to borrow, using the "Basic Search" or "Advanced Search".



This screenshot is similar to the previous one but focuses on the search options. The "Basic Search" and "Advanced Search" buttons are highlighted with a red box. Below these buttons is a search input field with a magnifying glass icon and the word "Search" next to it.

- Enter what you are searching for. Example used: Ann Southam. Enter Ann Southam into the search field and click on search for results. A full list of everything by Ann Southam will come up.

If you want to perform a work, we ask that you purchase the score and parts at the [CMC Shop](#).

Browse Collections

Centrestreams Lending Library On Site Reference

BASIC SEARCH ADVANCED SEARCH

Ann Southam Search

Page Link
 Print Add to Favourites Add to My Loan Requests More

Found 232 record(s)

| COMPOSER | TITLE | CALL NUMBER | FORMAT | PUBLISHER | DATE | DURATION |
|--------------------------------------|--|----------------|-------------|--|------|----------|
| <input type="checkbox"/> Ann Southam | 3 in blue jazz preludes for piano | MI 2110 S726th | Print-music | Berandol Music Ltd. | 1965 | 00:06:00 |
| <input type="checkbox"/> Ann Southam | A rhapsodic interlude for violin alone | MI 3111 S726rh | Print-music | Unpublished, printed by CMC / Inédit, imprimé par le CMC | 1964 | 00:00:00 |
| <input type="checkbox"/> Ann Southam | Alternate currents percussion music for solo performer | MI 7110 S726al | Print-music | Unpublished, printed by CMC / Inédit, imprimé par le CMC | 1987 | 00:14:00 |

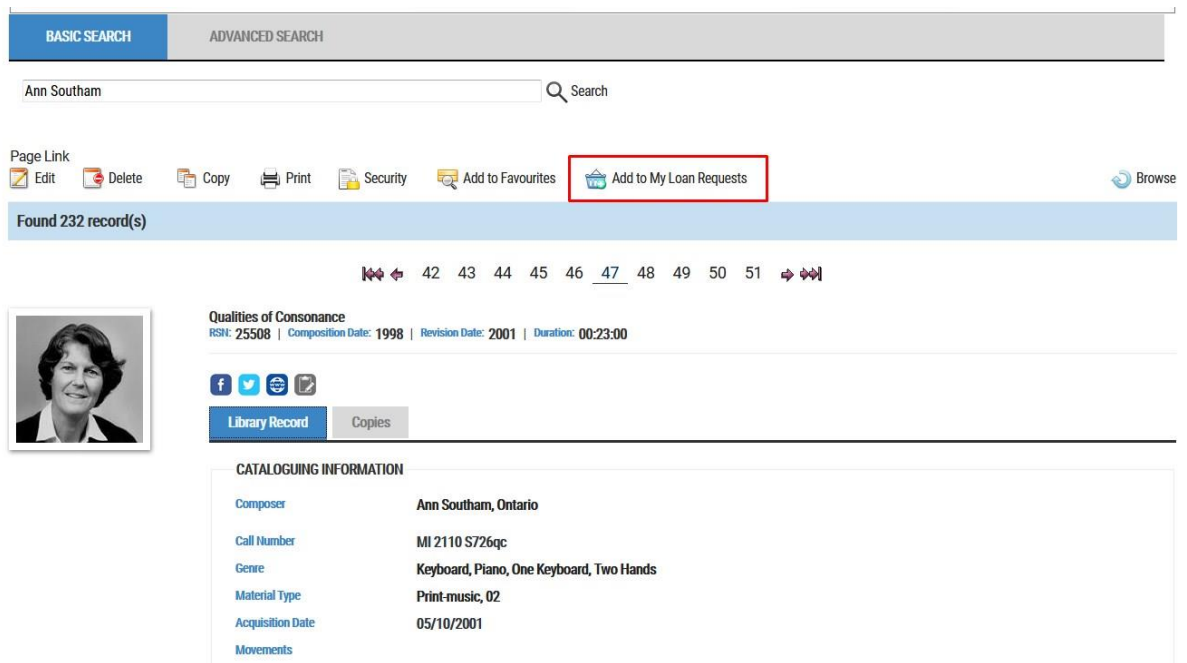
- Select the works you would like to borrow, by clicking on the boxes beside the scores that interest you and click on "Add to My Loan Requests"

| | | | | | | |
|---|---|----------------|-------------|--|------|----------|
| <input type="checkbox"/> Ann Southam | Pond life [Simple forms of inquiry] | MI 2110 S726po | Print-music | Unpublished, printed by CMC / Inédit, imprimé par le CMC | 2008 | 00:11:30 |
| <input checked="" type="checkbox"/> Ann Southam | Qualities of Consonance | MI 2110 S726qc | Print-music | Unpublished, printed by CMC / Inédit, imprimé par le CMC | 1998 | 00:23:00 |
| <input type="checkbox"/> Ann Southam | Quintet for piano, 2 violins, viola and cello | MI 3245 S726qu | Print-music | Unpublished, printed by CMC / Inédit, imprimé par le CMC | 1986 | 00:17:00 |
| <input checked="" type="checkbox"/> Ann Southam | Quodlibet Piano solo | MI 2110 S726qu | Print-music | Berandol Music Ltd. | 1967 | 00:01:00 |
| <input type="checkbox"/> Ann Southam | Rainbow trout Bb clarinet, vibraphone and piano | MI 8351 S726ra | Print-music | Unpublished, printed by CMC / Inédit, imprimé par le CMC | 2003 | 00:00:00 |

1 2 3 4 5 ➔

Print Add to Favourites Add to My Loan Requests More

- You can also click on the title of the work to see the complete catalogue record and add loan requests from the catalogue page by clicking on "Add to My Loan Request".



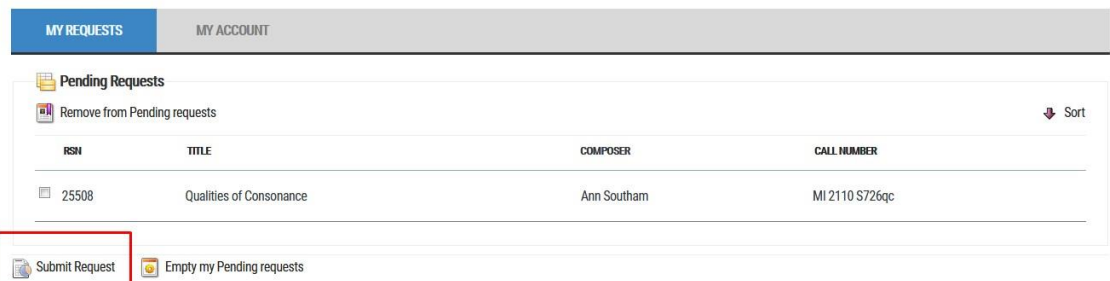
The screenshot shows the search results page for 'Ann Southam'. At the top, there are tabs for 'BASIC SEARCH' and 'ADVANCED SEARCH'. Below the search bar, there are icons for 'Edit', 'Delete', 'Copy', 'Print', 'Security', 'Add to Favourites', and 'Add to My Loan Requests' (highlighted with a red box). The results show 'Found 232 record(s)' and a navigation bar with page numbers 42 through 51, with 47 selected. A profile picture of Ann Southam is shown next to the work title 'Qualities of Consonance'. Below the title, there are social media icons and tabs for 'Library Record' and 'Copies'. The 'CATALOGUING INFORMATION' section lists: Composer: Ann Southam, Ontario; Call Number: MI 2110 S726qc; Genre: Keyboard, Piano, One Keyboard, Two Hands; Material Type: Print-music, 02; Acquisition Date: 05/10/2001; and Movements.

- Once you have selected all the works you would like to borrow, click "My Loan Requests" at the top of the page and click on "Submit Request".



The screenshot shows the header of the CMC website. It features the 'MUSIC LIBRARY BIBLIOTHÈQUE DE MUSIQUE' logo. Below the logo, there are navigation links: 'Composer Showcase', 'Search Library', 'Search by Instrument', 'My Loan Requests' (highlighted with a red box), 'Library Policies', 'Contact', 'Donate', and 'CMCCANADA.ORG'.

My Requests



The screenshot shows the 'My Requests' page. At the top, there are tabs for 'MY REQUESTS' and 'MY ACCOUNT'. Below the tabs, there is a section for 'Pending Requests' with a 'Remove from Pending requests' link and a 'Sort' dropdown. A table lists the pending requests:

| RSN | TITLE | COMPOSER | CALL NUMBER |
|-------|-------------------------|-------------|----------------|
| 25508 | Qualities of Consonance | Ann Southam | MI 2110 S726qc |

At the bottom of the page, there are two buttons: 'Submit Request' (highlighted with a red box) and 'Empty my Pending requests'.

- Complete your loan request by completing your contact information and clicking on "Save & Exit" to submit your loan.

LIBRARY REQUEST

Views Cancel **Save & Exit**

Remove request items

* = Required To send your request, click on "Save & Exit"

Contact Information

Name*

Telephone*

Email*

Request Items

| TITLE | CALL NUMBER | COMPOSER |
|--|----------------|-------------|
| <input type="checkbox"/> Qualities of Consonance | MI 2110 S726qc | Ann Southam |

Request Notes

Thank you for your interest in the CMC. Don't miss a beat! Stay informed about CMC services and programs. [Sign up](#) for free to learn more about musical creation in Canada.

Please Note:
Loan requests are processed within 3-5 business days. CMC ships by Regular Canada Post free of charge. Should you require expedited service, you can pay for a courier at your own expense by contacting info@cmccanada.org.

Requester delivery outside of Canada? Please call CMC with your location information to arrange for

Delivery Information

Organization

Address 1*

Address 2

Country

Province/State

City*

When you've successfully sent your loan request, you will get a confirmation email.