

# Instrument Policies

## School of Music Instruments Loaned to Students

**All registered music students and students in official School of Music ensembles are eligible to receive a loan for instruments IF:**

\* \* \* \* \*

They do not own or have access to that type of instrument and need to use one for a School of Music function.

- AND -

The Instrument Inventory Office has an appropriate instrument available at their enrollment level.

- AND -

They wish to borrow the instrument for a limited period of time (1 semester or less)  
OR the cost of purchasing one independently is prohibitive.

- AND -

No other holds or limitations have been placed on the student for instrument check out.

\* \* \* \* \*

**Students must check out/in School of Music instruments from the Instrument Inventory Office (16 Music Building) during a scheduled appointment.**

**Appointments are currently scheduled by the Band Office by phone (517-355-7654) or by walk-in (116 Music Building).**

**Students must be prepared with the following information to schedule an appointment:**

- Name
- Student number
- Type of instrument they wish to borrow/return
- Length of time they wish to borrow it for/ when they checked it out
- Dates and times they are available to check an instrument out/in
- Reason for need to borrow
- Written consent the instrument's studio faculty if the instrument is of greater complexity/quality than the student's enrollment level allows or the instrument will be borrowed outside the dates of a semester.

**During a check out appointment, students will be required to:**

- Be on time
- Examine the instrument for any damage beyond what has been reported
- Complete and sign a loan contract (they will also receive a copy)
- Pay any rental fees (i.e. summer)

**During use, students are responsible to:**

- Report any damage or wear
- Be contactable should an immediate return be necessary
- Responsibly share any instrument in high demand
- Schedule their return appointment prior to/during the last week of classes (Instruments checked out for the semester & returned during finals week will be considered late unless a signed extension has been granted prior to the due date)

**During a check in appointment, students will be required to:**

- Be on time
- Report ALL damage and wear that has occurred to the instrument
- Pay any applicable fees (i.e. \$20.00 Late Fee)
- Provide contact information should follow-up questions be necessary

**Any replacement/repair costs for damage caused by loss/misuse will be billed to the last student to have checked out the instrument. Students will be given 30 days to make payment arrangements and may face holds or legal action should they fail to make arrangements.**

**Wear caused by routine use (worn pads or threads, loose screws. etc...) will be repaired by the School of Music.**

**Instrument Policies may change at any time without prior notification.**

**All grievances may be taken to Prof. Curtis Olson, Associate Director of the MSU School of Music.**

# Instrument Policies

## Consignment Instruments Loaned to Music Education Classes

**Only students enrolled in a music education instrumental teaching class are eligible to receive a consignment instrument loan for instruments IF:**

\* \* \* \* \*

They do not own or have access to that type of instrument.

- AND -

No other holds or limitations have been placed on the student for instrument check out.

\* \* \* \* \*

**Students must check out/in consignment instruments as a class.**

**Arrangements must be made by the professor of the class with Sean Spicer or Cary Vincent at the Instrument Inventory Office (16 Music Building), contact information/arrangements may be obtained from the Band Office (116 Music Building – 517.355.7564)**

**Students must be prepared with the following information to receive an instrument:**

- Name
- Student number

**During a check out class, students will be required to:**

- Be present
- Examine the instrument for any damage beyond what has been reported
- Complete and sign a loan contract (they will also receive a copy)

**During use, students are responsible to:**

- Report any damage or wear
- Be contactable should an immediate return be necessary
- Be prepared to return the instrument at the appointed time

**During a check in class, students will be required to:**

- Be present
- Report ALL damage and wear that has occurred to the instrument
- Provide contact information should follow-up questions be necessary

**Any replacement/repair costs for damage caused by loss/misuse will be billed to the last student to have checked out the instrument. Students will be given 30 days to make payment arrangements and may face holds or legal action should they fail to make arrangements.**

**Wear caused by routine use (worn pads or threads, loose screws. etc...) will be repaired by the School of Music.**

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# Instrument Policies

## School of Music Instruments Loaned to School of Music Faculty

**All School of Music Faculty may check out instruments IF:**

\* \* \* \* \*

They specialize in the instrument or related field to the instrument they are being loaned.

- AND -

The Instrument Inventory Office has an appropriate instrument available.

- AND -

They wish to borrow the instrument for a limited period of time (1 semester or less) for a School of Music function.

- AND -

There are no other unresolved instrument loan issues in effect.

\* \* \* \* \*

**All School of Music faculty must check out/in instruments by appointment or arrangement with Sean Spicer or Cary Vincent at the Instrument Inventory Office (16 Music Building).**

**Appointments are currently scheduled by the Band Office by phone (517-355-7654) or by walk-in (116 Music Building). Contact information/arrangements for Cary/Sean may also be obtained from the Band Office.**

**Faculty must be prepared with the following information to schedule an appointment/make an arrangement:**

- Name
- Type of instrument they wish to borrow/return
- Length of time they wish to borrow it for/ when they checked it out
- Dates and times they are available to check an instrument out/in
- Reason for need to borrow the instrument
- Written consent from the School's director if the instrument is being moved out of state or overseas.

**During a check out, faculty will be required to:**

- Examine the instrument for any damage beyond what has been reported
- Complete and sign a loan contract (they will also receive a copy)

**During a check in, faculty will be required to:**

- Report ALL damage and wear that has occurred to the instrument
- Provide contact information should follow-up questions be necessary

**Any replacement/repair costs for damage caused by loss/misuse will be billed to the last person to have checked out the instrument.**

**Wear caused by routine use (worn pads or threads, loose screws. etc...) will be repaired by the School of Music.**

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# Instrument Policies

## Instrument Studio Representatives

**Each instrument studio should provide one representative as the instrument specialist to the Instrument Inventory Office. Instruments split among multiple studios should arrange for one joint representative. Representatives may be changed during the year, as long as one is always designated to the Instrument Inventory Office.**

**The representative must be able to accurately assess basic instrument condition, perform minor repairs, and be available in the capacity described below.**

**Representatives will need to contact the Instrument Inventory Office at 5 crucial times during the year to arrange to assess the basic condition of School of Music instruments on hand, taught by their studio.**

1. 14 – 3 days before classes start in Fall Semester
2. During the 7 days before or after the mid point of Fall Semester
3. Between the start of final's week in Fall and the start of Spring Semester  
(replacement assessments should be done at this time)
4. During the 7 days before or after the mid point of Fall Semester
5. During final's week in Spring Semester up 7 days after

**Representatives will need to make arrangements with Sean Spicer or Cary Vincent at the Instrument Inventory Office (16 Music Building) prior to evaluating the instruments. Contact information/arrangements for Cary/Sean may be obtained from the Band Office.**

**Representatives will need to provide signed documentation on each instrument they assess. As much information as possible on each instrument will be pre-printed on inventory forms in advance of their arrival.**

**Instruments may be assessed in a reserved Instrument Inventory Room.**

**Representatives will need to identify any repair/maintenance work that needs to be completed outside the School of Music. They will also be requested to identify any necessary repairs that are the result of loanee's mishandling/abuse. Loanees will not be identified to Representatives and vice versa.**

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**All grievances may be taken to Prof. Curtis Olson, Associate Director of the MSU School of Music.**