

## Edinboro Music Department Instrument Checkout Policy / Procedure

### Instrument Checkout Policy

The Music Department has a limited number of instruments available on a per semester basis for regularly enrolled students:

- A. Music Majors who need an instrument for use in a performance ensemble, a music department class, or applied lessons.
- B. Non-music majors who are participating in a music department performance ensemble.
- C. If you need a locker for the instrument, read INSTRUMENT LOCKER POLICY and INSTRUMENT LOCKER CHECKOUT PROCEDURE.

### Instrument Checkout Procedure

- A. Obtain an instrument check out form from the Music Office.
- B. Have the form filled out and signed by the appropriate instructor and returned to the Music Office.
- C. Upon receiving the instrument and signing the instrument check out form you will accept full responsibility for the instrument on loan. If it is lost or stolen while in your possession (on or off campus), you will be required to pay for its replacement. You also are required to pay for damage resulting from negligence or improper use.
- D. The student must not have state equipment repaired or adjusted without the prior approval of the Music Department.
- E. All university instruments and equipment must be checked in with the Music Department no later than 4:00 p.m. on the day of commencement. Any instrument not returned or renewed on time can be result in holds on a student's record.
- F. Summer use of instruments requires the written approval of the Music Department Chair.
- G. Woodwind performers must purchase their own reeds.