

WSU Instrument Loan Policy and Procedures: *Check Out and Check In*

SOM – School of Music

DFAC – Duerksen Fine Arts Center

WSU Instrument Loan Eligibility Guidelines: *Who can check out an instrument?*

- A. WSU School of Music faculty members
- B. WSU students, in order of priority as follows:
 1. Enrolled in Music Methods Class
 2. Enrolled in Music Major or Minor Applied Lessons
 3. Enrolled in an Ensemble (Orchestra, Symphonic Wind Ensemble, Concert Band, Jazz Arts)
 4. Member of *Shocker Sound* Basketball Band
 5. Enrolled in Non-Major Applied Lessons

WSU instrument loan procedure: *How do I check out a WSU owned instrument?*

- Step 1: Procure an instrument *Check-out Form* in the SOM office (Duerksen FAC, C127) from the SOM Director's Administrative Officer. The Director's Administrative Officer will determine instrument loan eligibility in accordance with the guidelines above. Upon confirmation of eligibility the check-out form is to be signed by the Director's Administrative Officer on the *Director's Office Signature* line.
- Step 2: The Director's Administrative Officer will obtain one photocopy each of the student's driver license and WSU ID. This copy will be kept for the SOM Director's records.
- Step 3: Student has the check-out form signed, on the *Faculty Member Approving* line, by the faculty member authorizing the instrument loan and check out. It is the student's responsibility to obtain the signature. No instrument will be issued without a faculty signature.
- Step 4: The student contacts the appropriate staff/faculty in charge of issuing instruments as follows:
 - *Woodwinds and Brass* - Band Graduate Teaching Assistant (GTA) in charge of instrument inventory
 - *Strings* – String faculty member in charge of instrument inventory

Note: *Instruments are checked out from DFAC Room C114. At the beginning of each semester instrument check out times are posted on the bulletin board outside DFAC Room C114.*

- Step 5: At the time of check out the faculty/staff member issuing the instrument completes the remaining *Check out Form* instrument information. At the check-out the student is presented with a *Wichita State University Instrument Loan & Check-out Contract* to which the student reads, agrees and signs. These forms are retained by the SOM for future reference.

Instrument Loan Period: *How long can an instrument be checked out?*

- A. The checkout period for an instrument is **one semester only**. Every university instrument on loan must be renewed at the beginning of each semester per the check-out process.
 - All instruments must be returned by the last day of final exam week of a semester in which they were issued/checked out.

- The instrument(s) must be returned clean and in good working order complete with mouthpiece and other equipment issued at the time of the loan/check out.
 - Approximately ten days before the end of the semester, notices are posted in DFAC regarding return/check-in procedures and due date.
- B. The same policy is in place for the summer. The student qualifications for summer check out are:
- Enrolled summer students with faculty approval
 - Enrolled for spring and fall semester with faculty approval
 - Special approval by School of Music faculty member and/or Director of the SOM

Music Education Method Class Multiple Instrument Rentals: *Do I need to check out every instrument I use for my method classes during the same semester?*

Typically, music education method class students will learn more than one instrument during the course of a semester. Students must check out and return (check in) every instrument he/she is using on loan from the university during the course of a semester.

Instrument Return: *What if an instrument is not returned by the end of the semester?*

- A. Students are responsible for returning the instrument(s) on time per the loan period policy above. Student will be contacted by Email and/or phone to return instrument(s) if not returned by the last day of final exams. If instrument(s) are not returned within five (5) days from the date of the Email and/or phone call, a Certified Letter will be mailed to the student.
- B. A list of overdue instruments and the name and myWSUId number of the delinquent student is given to the School of Music Director's Administrative Officer to place the student on Academic & Financial hold. Once the hold is in place the student will not be able to enroll for the following semester, will not be able to obtain transcripts, or if graduating will not be able to obtain a diploma.
- C. The hold will be released once the instrument is returned. The student's account will be charged a \$20 late fee return.
- D. If the instrument has not been returned within five (5) days of receipt of the Certified Registered Letter—Return Receipt, the instrument will be considered *stolen*. The WSU Police Department will be notified and appropriate legal action will be taken.

Procedures used for contacting students failing to return instruments

- A. Email/phone call to student – (document date & time called).
- B. **Certified Registered Letter—Return Receipt Requested** sent to the student if the instrument has not been returned within five (5) days after the Email/phone call. Receipt kept of certified letter attached to the student's signed contract.
- C. If no response is received from the student as a result of the Certified Register letter, the instrument is considered stolen.
- D. Stolen Instrument Report filed with the WSU Police Dept.
- 1) Police Contact Ext. 3450
 - 2) Contact a WSU Detective (A report must be filed with a *WSU PD Detective* and not a regular police officer).
- E. WSU Police Dept. Detective provided with *originals* of the following:
- 1) Signed contract
 - 2) Signed/returned Certified Letter Receipt
 - 3) Driver License, and WSU ID copies

NOTE: Copies of all documentation are made for WSU SOM records prior to delivering the originals to the WSU Police Dept. Detective.

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