



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

- 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 Band, Wind Ensemble, Jazz Arts)
 - 4. Member of Athletic Bands
 - 5. Enrolled in Non-Major Applied Lessons

WSU Instrument Load Procedure

- 1. The faculty member will contact the Athletic Band Director requesting an instrument be loaned to a specific student. No instrument will be issued without this request.
- 2. The student will contact the Athletic Band Director to set up a time to complete the loan agreement form. The ABD will also obtain a photocopy of the student's drivers license and WSU ID.

Instrument Load Period

- A. The checkout period for an instrument is one semester only. Every university instrument on load must be renewed at the beginning of each semester per the check-out process.
 - 1. All instruments must be returned by the last day of final exam week of a semester in which it was issued/checked out.
 - 2. The instrument must be returned clean and in good working order complete with mouthpiece and other equipment issued at the time of the load/check out.
- B. Students must have the approval of the School of Music Director to check out an instrument during the summer.

Music Education Method Class Multiple Instrument Loan

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

Instrument Return

- A. Students are responsible for returning the instrument(s) on time per the loan period policy above. Students will be contacted by email and/or phone to return the 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 my WSU ID of the delinquent student is given to the School of Music office to place the student on Academic and Financial hold. If a hold is placed the student will not be able to enroll for the following semester, will not be able to obtain transcripts, or if graduating 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.
- D. If the instrument has not been returned within five (5) days of the 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 and/or phone call to student. Date and time will be documented.
- B. Certified Registered Letter Return Receipt requested will be sent to the student if the instrument has not been returned with five (5) days after the email and/or phone call. Receipt will be kept of the certified letter and attached to the student's signed contract.
- C. If no response is received from the student as a result of the Certified Registered Letter, the instrument is considered stolen.
- D. A stolen instrument report will be filed with the WSU Police Department
- E. The WSU Police Department Detective will be provided with originals of the signed contract, signed/returned Certified Registered Letter, and Driver's License and WSU ID copies.
- F. Copies of all documentation will be kept by the WSU SOM.

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