

WSU INSTRUMENT LOAN POLICY AND PROCEDURES

WSU Instrument Loan Eligibility Guidelines

Who can check out an instrument?

1. WSU School of Music faculty members
2. WSU students, in order of priority as follows:
 - a. Enrolled in Music Major or Minor Applied Lessons
 - b. Enrolled in an Ensemble (Orchestra, Wind Ensemble, Symphonic Band, Jazz Arts)
 - c. Member of Athletic Bands
 - d. Enrolled in Non-Major Applied Lessons

WSU instrument loan procedure

How do I check out a WSU-owned instrument?

1. Have the requesting faculty member send an email to the appropriate faculty member (listed in Step 3), stating the instrument they would like for you to have access. No instrument will be issued without a faculty request. They will determine instrument loan eligibility in accordance with the guidelines above. Upon confirmation of eligibility, they will issue the instrument.
2. The issuing faculty member will obtain one photocopy each of the student's driver license and WSU ID. This copy will be kept for the School of Music (SOM) records.
3. The student contacts the appropriate faculty in charge of issuing instruments as follows:
 - Woodwinds and Brass – Dr. Shade and Mr. Hulett.
 - Strings – String faculty member in charge of instrument inventory. These are available for check out list room, day and time.
4. At the time of check out the faculty member issuing the instrument will provide the student 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 I use the instrument?

Fall and Spring Semesters

- The checkout period for an instrument will be listed on the contract. All instruments must be returned on this date.
- 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.

Summer

- 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

Instrument Return

What if an instrument is not returned by due date?

1. Students are responsible for returning the instrument(s) on time per the date listed on the contract. Student will be contacted by Email and/or phone to return instrument(s) if not returned by the listed on the contract. 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.
2. 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 hold and Financial hold for the cost of replacing the instrument plus a \$20 late return fee. 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.
3. The holds will be released once the instrument is returned or paid.
4. 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 Who Fail to Return Instruments

1. Email/phone call to student (We will document the date and time called).
2. Certified Registered Letter - Return Receipt Requested
 - a. This letter will be 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.
3. If no response is received from the student as a result of the Certified Registered letter, the instrument is considered stolen.
4. Stolen Instrument Report filed with the WSU Police Department