

UCI Music Department  
Instrument/Equipment Use Policy

June 4, 2013

This document describes the conditions and procedures for checkout of music instruments and equipment from the Music Department. It is intended to supplement, not supersede, the department's official piano use policy and the policies of other facilities such as the Arts Media Center. It includes instruments and equipment that are the property of the Music Department or the Realtime Experimental Audio Laboratory (REALab).

The instruments and equipment are intended to support the academic research, school-related creative activity, and class-related studies of the faculty, staff, and students of the Claire Trevor School of the Arts. They are not generally available for use by non-affiliates of the School or for non-School-related activities.

Students should obtain the written approval of a faculty sponsor who will verify the academic purpose of the request. Normally the faculty sponsor will be the instructor of the relevant class, or the advisor of the academic research or creative project.

The staff authorized to administer checkout of Music Department instruments and equipment are the Department Manager (Peter Chang) and the Music Production Manager (Shannon Goldsborough), or assistants that they assign. Requests to check out REALab instruments and equipment should be made to the director of the Gassmann Electronic Music Studio (Christopher Dobrian).

The faculty member most relevant\* to the type of instrument requested will be consulted for approval before the equipment is lent. If the relevant faculty cannot be reached or does not respond within a reasonable period of time, the decision will be made by the checkout staff. In the case of a dispute between faculty (e.g., between sponsoring faculty and disapproving faculty), the matter will be referred to the Department Chair (David Brodbeck), or an assistant that he assigns, for arbitration.

Normal care and maintenance of the instrument, including cleaning, is the responsibility of the user during the loan period. The borrower will not be held liable for wear or damage of the instrument due to normal use or unavoidable accident. However, the borrower will be held liable for damage demonstrably caused by foolish, careless, or negligent treatment.

To document the checkout process, the [checkout form](#) should be used.

\* Examples of relevant faculty:

Orchestral instruments: Stephen Tucker

Orchestral percussion: Stephen Tucker or Theresa Dimond

Jazz percussion: Kei Akagi or Jason Harnell

Saxophones: Kei Akagi or Gerald Pinter

Electronic and audio equipment: Christopher Dobrian