Equipment Checkout

Guidelines, Responsibilities, & Terms of Use

**Purpose:**
The Department of Music provides checkout equipment to Department of Music Graduate and Undergraduate Majors to support participation in performance, course work, and other music activities.

**Request Process:**
Department of Music Checkout Equipment may be requested using the on-line request form located at [http://music-intranet.ucsd.edu/request.php?form=Equipment_Checkout](http://music-intranet.ucsd.edu/request.php?form=Equipment_Checkout).

Checkout requests must be submitted 3 business days in advance. If the requested equipment will be used off-campus, then a Request for Department Resources form must be completed. A hard-copy form may be downloaded from [http://music-intranet.ucsd.edu/#forms](http://music-intranet.ucsd.edu/#forms).

**Priority:**
The first priority for assigning checkout equipment is to support required Department of Music performance activities. Second, to provide support for non-performance Department of Music instruction. Third, to support general academic program music activities for Department of Music Students.

**Duration:**
Checkout and Return times are as follows:
- Checkout: Monday, Wednesday, Friday, 1:00p – 3:00p
- Return: Monday, Wednesday, Friday, 10:00a – 12:00p

Longer duration loans can be made with special arrangement at the discretion of the Department of Music. Extended checkout requests must be accompanied by a completed Request for Departmental Resources. A hard copy may be downloaded and printed from [http://music-intranet.ucsd.edu/#forms](http://music-intranet.ucsd.edu/#forms).

All equipment is subject to recall to meet Department of Music needs, and cooperation sharing equipment with other users is encouraged (e.g. for multiple performances on the weekends).

**Eligibility:**
Checkout of Department of Music equipment is at the discretion of the Department of Music. The priority of the equipment’s intended use, the needs of the Department of Music for support of other activities, the degree of expertise required to properly operate the equipment, and the previous history of reliable use, are all factors weighed in making the decision to checkout equipment to a specific user.

**Responsibility:**
The equipment user assumes the following responsibilities.

A. Responsible for the security and operation of the equipment.
B. Responsible for returning the equipment to the Department of Music Production Coordinator, or liaison, at the agreed time and date.
C. Responsible to report any damage or malfunction of the equipment to the Department of Music.

While the Department of Music understands that equipment will break or malfunction when subjected to normal use, the user may be held financially responsible for deliberate or negligent equipment damage.

*Failure to abide by the guidelines may result in loss of future equipment check out privileges.*
Available Checkout Gear (6/05)

**Headphones**
- Qmix Headphone Mixer
- Shure Headphone Amp SA-1 (2)
- Sony MDR 750 Headphones, for DAT Kits (3)

**Instruments**
- Bass, Acoustic (w/soft case, no bow) (2)
- Clarinet, ‘A’
- Clarinet, Alto
- Clarinet, B flat
- Clarinet, Bass
- Clarinet, E flat
- Drum Kat Midi Percussion Controller
- Flute, Alto
- Flute, Bass
- Flute, Gemeinhardt
- French Horn, Holton Double ‘F’
- Keyboard, Yamaha DX7
- Koto (2)
- Lute (2)
- Oboe
- Ocarina, ‘C’
- Ocarina, ‘F’ (2)
- Recorder, Alto
- Recorder, Soprano
- Recorder
- Saxophone, Baritone
- Trombone, Alto
- Trombone, Extended
- Trumpet, Slide (2)
- Trumpet, B flat Piccolo
- Viol, Tenor (2)
- Viol, Bass
- Violin (2)
- Yamaha WX7 Midi Wind Controller

**Microphones**
- AKG C420 Headset Mic
- Audio Technica 4041 Condenser (2)
- Audio Technica 811 Unidirectional Electret Condenser (4)
- Audio Technica 813 Unidirectional Electret Condenser (2)
- Audio Technica 803b Lavaliere Condenser
- Audio Technica 831a Lavaliere Dynamic
- Audio Technica Pro 7a Lavaliere
- Behringer Ultra DI Direct Input Box (4)
- Countryman Isomax Condenser (5)
- Earthworks SRO Condenser (2)
- Electro Voice RE15 Dynamic Cardioid (2)
- Electro Voice RE55 Dynamic Omni
- Pacific Pro Audio LD-One Condenser (4)
- Realistic 33-919A Stereo Condenser
- Rode NT-1 Condenser (2)
- Sennheiser MD-421 Dynamic
Available Checkout Gear Cont... (6/05)

Shure SM-57 Dynamic (4)
Shure SM-58 Dynamic (4)
Shure SM-58a Beta Dynamic (2)
Shure SM-81 Condenser (4)
Yamaha MLA-7 Eight Channel Mic Line Amp

Mixers
Fostex 250 Mixer / Cassette 4-track recorder
Mackie 1402 VLZ Pro (2)
Mackie 16*8 Console
Mackie 1604 VLZ Pro
Palm-Sized 4 Channel Micro Mixer
Soundcraft 16/4
Tascam M-308 8 Channel
Vestax Street Master 5006 DJ Mixer

Amplifier, Instrument
Gallien Krueger 400RB Bass Head (w/cabinet)
Roland DAC-15DX Guitar Combo Amp (35 watt)

Computing
Digidesign-002 w/ProTools LE
Undergrad Apple iBook 500MHz w/CD-R
Undergrad Apple Powerbook 12” 1.5Ghz w/DVD-R
Max/MSP 4.5 Dongle (Grads)
Lacie 120GB Firewire 400 Portable External Hard Drive
Dazzle Digital Video Bridge
M-Audio Midisport USB Midi Interface

Processor Effects
Boss DD-3 Digital Delay
E-Bow Electronic Bow
De Aromond Volume Pedal (3)
E-MU Proteus/1 Digital Sound Module
Kurzwell 1000-AX Plus Acoustic Expander
Yamaha SPX 90 II Digital Effects Processor
Yamaha SPX 900 Multi Effects Processor
Yamaha SPX 1000 Multi Effects Processor
Roland VP-70 Voice Processor
Tascam DX-4D Noise Reduction

Processor Effects Cont...
Ibanez Harmonics Delay HD 1000
ART SGE Mach II Digital Super-Eflector/Pitch Transposer/Sampler (2)

Amplifier, Power
Carver PM-900 Magneetic Field Power Amplifier
Halfer Pro 2400 Amplifier
JBL Eon Powered Monitor Speaker (2)

Recording, Portable
DAT Kit #1 (w/Benchmark MPS-420 preamp)
DAT Kit #2 (w/Behringer Ultragain preamp)
CD-R Kit (HHB CD-R w/ ART DPS DI/O preamp)