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.

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

2. Duration:
   a. The general guideline for duration of an equipment loan is: The equipment will be checked out and returned the next business day. Examples of typical durations are:

      Weekend performance: Checkout - Friday Return - Monday
      Weekday performance: Checkout - Day of Return - Next day
      Studio work: Checkout - AM Return - Next day

   b. Longer duration loans can be made with special arrangement at the discretion of the Department of Music.
   c. 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).

3. Eligibility:
   a. 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.
4. 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 will be held financially responsible for deliberate or negligent equipment damage.

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Department of Music Checkout Guidelines

The equipment user willfully assumes the following responsibilities:

1. Responsibility for the security and operation of the equipment from the time it is checked out until it is signed off upon return

2. Responsibility for returning the equipment to the UCSD Department of Music Production Coordinator, or liaison, (in Mandeville 121) at the agreed time and date.

3. Responsibility to report any damage or malfunction of the equipment to the Department of Music.

4. Responsibility for returning equipment in an un-soiled condition. Use it, clean it.

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

Failure to abide by these requests may impair future equipment checkout privileges.