

August 2007

- The Music Department has purchased a number of portable pieces of music technology equipment, including digital audios recorders, a laptop computer, a data projector, a digital still camera, a digital video camera, a tripod, and a portable audio player (boom box). These items are stored in the closet in the Music main office.
- All of this equipment is for the use of Music Department faculty and staff, and of students currently registered in Music programmes. They are used to support the Department's teaching, learning, research, and creative activity. Any other uses must be approved by a faculty member.
- The equipment is to be used under the following guidelines:
 - All borrowers must sign the equipment out. There is a binder for this purpose in the Music office closet; equipment can also be reserved for future borrowing. When signing out or reserving equipment, the borrower must indicate when it will be returned. The borrower should also sign the equipment back in (initials will do).
 - Students currently registered in Music programmes may sign out equipment for course-related activities. The borrowing limit is usually two hours, and the equipment may not normally be taken outside the Music Conservatory. Exceptions to these limits must be approved by the course instructor of the appropriate course or the Department Head.
 - All the portable equipment is fragile and expensive to repair or replace. Most items also come with peripheral cables, connectors, which are easily lost and are expensive to replace. Please take special care to return borrowed items in good condition and with all peripheral pieces included. Please report any broken or missing items to the Music Department's Administrative Assistant immediately.