

# Merit School of Music

## Glasser-Rosenthal Library Policies

### **Books and Scores**

Most items circulate for two weeks at a time except CDs, videos, DVDs and journals which are one week loans. A student may check out three items at a time, though not three CDs, DVDs or journals. Reserve and reference materials are for teacher check-out or library use only. The scores and books are organized according to the Library of Congress system of classification. Overdue notices are sent via email.

### **Stereo and AV Equipment**

Merit owns several “boom boxes” that can be used to supplement classroom teaching. These are located in the library along with other equipment such as the large monitor TV with DVD/VCR, two turntables, and a mini-MP3 recorder. Merit requests that this equipment be returned the same day it is checked out. One computer is equipped with CD/DVD burners for transfer of MP3 or other files to CD.

### **Instruments**

#### *Short-Term Loans*

Students may borrow an instrument while at Merit for a single lesson or rehearsal without long-term eligibility and based on availability. Students cannot take these instruments home and must return them upon completion of their classes that day. These short term daily loans are available to students with instruments in the shop for repair or with approval from a program director or manager for special rehearsal use.

#### *Long-Term Loans*

Students who qualify for financial aid may borrow instruments, depending on instrument availability. Three steps must be taken before a student can take an instrument off-site:

1. The student and their parent must fill-out and sign an instrument borrowing agreement
2. Eligibility is approved by Student Services
3. The student must pay the annual/non-refundable \$25 instrument-borrowing fee

The borrowing form explains that this annual fee will be billed to their account each fall and that they may be asked to pay to replace the instrument if it is returned damaged due to their negligence. The borrowing fee will be used to make basic repairs on student instruments if the repair is needed as a result of usual “wear and tear.” Students are responsible for replacing strings and other basic supply needs. This fee is assessed annually. Students may be asked to bring the loaned instrument to the library at any time for maintenance checks or any other reason the Librarian deems necessary.

#### *Red Tag Instruments*

A limited number of high-quality instruments, commonly referred to as red tag instruments, are available. If you feel that you have a student in need of a higher quality instrument, but without the resources to acquire one, Merit may have an instrument he/she can use. The following four steps must be taken before a student can check out a red tag instrument:

1. Artistic Director or Program Director approval must be obtained
2. The instrument borrowing form must be completed
3. A \$50 refundable deposit must be collected
4. The \$25 annual instrument-borrowing fee must be paid

For further information please contact Student Services at 312-676-3687 or phone the Library directly at 312-267-4487.