

Instrument Storage Lockers Operations

(MMC 226 and MMC 155) Fall 2016

The Department of Music will make instrument storage lockers available to music majors and non-majors currently enrolled in official APSU-sponsored ensembles, following the established guidelines and policies described herein. These policies are not intended to be restrictive or punitive. In contrast, they have been established and will be regularly enforced to ensure consistent treatment of students, and to ensure the safety and security of university and student-owned equipment.

1 CONTENTS

2	Policies.....	2
3	Information for Students.....	3
3.1	Procedure to Request a Locker in MMC 226	3
3.1.1	To Obtain a Locker:	3
3.1.2	To Return a Locker:	3
3.2	Policies and Procedures for Lockers and Instruments in MMC 155	4
4	Information for Group Instruction Faculty.....	4
	Process.....	4
5	Information for Student (Ticket Booth) Workers.....	6
5.1	For Lockers in MMC 155	6
5.1.1	At the beginning of the semester	7
5.1.2	Throughout the semester	7
5.1.3	At the end of the semester	7
5.2	For Lockers in MMC 226	8
5.2.1	To issue a locker to a student, you will need:.....	8
5.2.2	At the start of the semester, or anytime you need to issue a locker:	8
5.2.3	Periodically (throughout the semester).....	8
5.2.4	At the end of the fall semester:	9
5.2.5	At the end of the Spring Semester.....	10
5.3	Confidentiality and Ethics Statement for Student Workers	11
6	Locker Combination Slip Template	12
7	Locker Check-In Sheet	13
8	Locker Request Forms	14
9	Delinquencies.....	15

2 POLICIES

- Lockers are issued by the Department of Music to current music majors and non-majors who are officially enrolled in APSU-sponsored ensembles during the fall and spring semesters.
- It is not customary for university departments to issue lockers to students for personal storage except when participation in department-sponsored events, classes, and activities requires certain equipment. As such, lockers may not be made available for books, clothes, or other personal belongings. Lockers are issued at the discretion of the department, primarily for storage of instruments, music, and other equipment pertaining to the department of music.
- Lockers may be available during the summer semesters on a case-by-case basis, based on availability, justification, and at the discretion of the Department Chair.
- Unissued (empty) lockers may not be claimed or used by students without following official departmental procedures as described below. Instruments or other equipment found in unissued lockers will be removed by departmental personnel.
- Only locks issued by the Department of Music are to be used on departmental lockers. Personal locks will be cut-off by departmental personnel at the student's expense, and the contents will be removed.
- All lockers are subject to search at any time by University personnel. Prohibited items, defined in the student Code of Conduct (Policy 3:013), that are found in lockers, will be surrendered to Campus Police and the student will be reported to the Dean of Students. For the official policy, visit www.apsu.edu/sites/apsu.edu/files/policy/3013_0.pdf
- Lockers should be kept free of trash or other debris that could attract rodents and pests. Lockers that contain excessive amounts of trash may be emptied at the department's discretion, and the students' locker will be revoked upon the third offense.
- University personnel should be able to see into the locker at all times. Posters, papers, fabric or other items that obstruct the view into the locker may not be affixed to locker doors. Nor should lockers be decorated or customized with stickers, markers, or other items.
- Lockers are issued to students based on the size of their primary instrument and availability, and not the preference of the student. Larger lockers are issued only to students who play larger instruments, or to students who are enrolled in more than one ensemble and need additional spaces for storage.
 - Example: A student who plays alto saxophone in Wind Ensemble, but plays baritone saxophone in jazz band will be issued a locker for the bari sax.

- Trumpet players with cases that hold multiple instruments will be issued larger lockers as available.
- Lockers are issued at the beginning of each long semester in order of priority
 1. Instrumental majors requesting a locker for their primary instrument
 2. Instrumental majors requesting a locker larger than what is deemed suitable for their primary instrument, or requesting an additional locker; only applies when ensemble requirements necessitate additional storage needs.
 3. Non-majors currently enrolled in APSU instrumental ensembles(s).
- At the end of the fall semester, all students will indicate if they plan to keep their locker for the spring semester, or if the locker will be returned. At the end of the spring semester, all lockers will be returned.
- Neither the Department of Music, nor its representatives (faculty, staff, graduate assistants, or student workers) will, at any time for any reason, allow students to gain access to a locker that has been issued to another student.

3 INFORMATION FOR STUDENTS

3.1 PROCEDURE TO REQUEST A LOCKER IN MMC 226

3.1.1 To Obtain a Locker:

1. Bring your student ID and completed Locker Request Form to the ticket booth during open hours, or to the student worker assigned to lockers and equipment for your ensemble (e.g. GOMB equipment managers).
2. You will be issued a combination lock and locker based on the size of your primary instrument unless your ensemble requirements necessitate additional storage (as described above).

3.1.2 To Return a Locker:

1. Empty your locker of all contents (this includes trash and miscellaneous papers), and clean as needed. Keep the lock on the locker and ensure it is locked.
2. A locker check-in sheet will be posted on the ticket-booth door. Write your name and APSU e-mail (legibly) on the sheet when you are ready to check-in your locker.
3. A student worker will check the locker, e-mail you, and place a note on the locker to let you know if you are clear, or if you are required to take additional steps (e.g. clean-out your locker).
4. If you do not complete these steps by the posted deadline, a hold will be placed on your records (you will be blocked from registration and/or access to your transcript) until you have completed the required steps.

3.2 POLICIES AND PROCEDURES FOR LOCKERS AND INSTRUMENTS IN MMC 155

MMC 155 lockers are only for storage of Group Instruction instruments and are only issued on a semester-by-semester basis to students who are officially enrolled in the current Group Instruction Course.

- MUS 4790 Flute / Double Reed Fall Even
- MUS 4890 String Fall Odd
- MUS 3890 Brass Spring Even
- MUS 4800 Clarinet / Saxophone Spring Odd
- MUS 4780 Inst. Meth. For Vocalists As Needed

Group-instruction instruments left in unsecured areas (e.g. classrooms, practice rooms, rehearsal rooms, or other unsecured storage areas) will be collected by university personnel. The student to whom the instrument was issued may be required to pay a departmental fine (\$5.00) or may be subject to a grade reduction in the Group Instruction course (at the discretion of the department faculty).

Group instruction instruments may be stored in MMC 226 lockers provided that the student to whom the locker was issued has sufficient storage space, that the instrument remain in the locked locker when not in use, and that the instrument is not needed by other students. This is at the discretion of the Group Instruction faculty member.

The Group Instruction faculty member and/or designated student worker will issue lockers and instruments at the beginning of the semester and will check-in equipment at the end of the semester. Additional instructions may be provided by the faculty member and/or in the Group Instruction Course syllabus.

4 INFORMATION FOR GROUP INSTRUCTION FACULTY

To issue lockers, you may handle the paper-work process yourself, assign the process to a responsible student in your class (or a G.A.), or request a ticket-booth worker to visit your class to check-in/check-out lockers and instruments.

PROCESS:

1. Prior to the start of the semester
 - a. Copy/paste these paragraphs on your course syllabus:

In this course, you will be issued an instrument, locker, and combination lock in MMC 155. In some cases, two instruments are stored in one locker so you may be asked to share a locker for GI courses. Personal instruments and other belongings are not to be stored in MMC 155 lockers. Instruments for Group Instruction (GI) courses may be stored

in MMC 155 or in your locker on the 2nd floor; however, you will not be issued an additional second floor locker for GI instruments. GI instruments may not be stored in unsecured areas, or left unattended in classrooms, practice rooms, or storage facilities. GI instruments found in unsecured areas, or left unattended may be collected by departmental personnel. You may receive a grade deduction or a monetary fine at the discretion of the GI course instructor, Music Education Coordinator, or Department Chair to have your instrument returned to you.

You are responsible for the care and maintenance of equipment that has been issued to you. You will be held liable and will be expected to pay for an and all damages caused by negligence or mistreatment of the equipment; and you will be expected to pay for a replacement if equipment is lost, stolen, or damaged beyond repair due to negligence while issued to you. Students failing to return equipment or pay for necessary repairs may have their grades held and/or registration blocked until the equipment is returned and/or payment for repair or replacement has been received in full.

At the start of the semester a locker and combination lock will be issued to you by the GI instructor. At the end of the semester, leave the instrument in the locker and clean-out all other personal belongings.

- b. Ticket-booth workers will
 - i. Stock the MMC 155 lockers with instruments for the upcoming Group Instruction course.
 - ii. Assign combination locks to lockers and provide you with an updated list of instruments, locations, and lock combinations.
2. At the start of the semester:
 - a. You will receive a copy of the updated inventory of lockers and lock combinations (Group Instruction Locker Excel Sheet).
 - b. On the excel sheet, write the first and last name, and A-number of each student next to their assigned locker/instrument and provide students with the combination for the lock assigned to them.
 - c. When you assign lockers to students, provide each student with
 - i. Locker number
 - ii. Lock combination

Yes, each lock has a lock number engraved on the back, but this number is only for administrative purposes.
 - d. Once all instruments and lockers have been assigned, place the excel sheet in the ticket-booth workers' box (hanging on the ticket booth door) for workers to record into the departmental database.
3. When students switch instruments during the semester:

- a. Allow students to move the lock issued at the beginning of the semester from their current locker to a new locker for their new instrument. You may need to switch some locks around based on instrument.
4. At the end of the semester:
- a. When you have completed the final exam for your class, student workers will check to see that all instruments have been returned and will rotate instruments and locks for the upcoming semester. If an instrument is not in its locker, student workers may contact you to confirm its location. The student's name to whom the locker was issued will be sent to the music department, and a hold will be placed on the student's record until the instrument is returned.

5 INFORMATION FOR STUDENT (TICKET BOOTH) WORKERS

5.1 FOR LOCKERS IN MMC 155

**Lockers in MMC 155 are only for Group Instruction courses and may not be issued to students for personal use.*

At the end of each semester, the lockers in MMC 155 need to be re-stocked with instruments for the upcoming semester's Group Instruction (GI) Course.

At the end of	Prepare for	With these instruments
Fall Even	MUS 4800 Clarinet / Saxophone	B-flat clarinets (10), alto saxophones (7)
Spring Odd	MUS 4790 Flute / Double Reed	Flutes (10), clarinets (10), oboes (6), bassoons (8)
Fall Odd	MUS 3890 Brass	Trumpets (7), horns (8), trombones (6), euphoniums (2), tubas (2)
Spring Even	MUS 4890 String	Violins (18), violas (7), cellos (6), basses (4)

For this task, you will need the list of lock combinations (may be obtained from the music office), and the list of instruments and lockers for MMC 155 (excel-sheets on the ticket-booth computer - this will tell you where to put instruments).

Surplus GI Instruments are stored in lockers in MMC 226 when not in use. Locate the appropriate instruments in MMC 226, bring them to MMC 155, and place in the correct lockers as indicated on the excel sheet. Take instruments from the prior GI course to MMC 226 for storage.

Randomly assign combination locks to the lockers in MMC 155, and record the locker number and combination on the excel sheet. This document will be given to the GI instructor for his/her record throughout the semester.

5.1.1 At the beginning of the semester

Make sure the GI course instructor has an updated copy of the instrument lockers and combinations. The GI course instructor may request your presence in his/her class during the first week of the semester to help issue locks, or may have a graduate assistant complete this task and get records to you after the first week of the semester.

The GI course instructor will issue lockers to students and will return the excel sheet to you with names of students enrolled in the course. Record first and last name and A number of students to whom lockers have been issued for GI courses in the Ticket Booth computer database.

5.1.2 Throughout the semester

You may receive regular updates from the GI instructor when students switch instruments. Assist the GI instructor as needed to maintain an updated database

Locker number X	Housing X instrument	Has been issued to (student)	Its combination is X
-----------------	----------------------	------------------------------	----------------------

5.1.3 At the end of the semester

Double check the final exam schedule to determine the exam date of the GI class and contact the GI instructor via e-mail, phone call, or office visit to determine when students will be finished with their instruments. When you receive confirmation from the GI instructor, rotate instruments and locks to prepare for the upcoming semester's GI course. If a student has left personal belongings in a locker, remove the items and take them to the department's lost-and-found box.

If an instrument is not in its locker:

1. Do not remove the current lock (the student needs to be able to return the instrument to the locker)
2. Contact the GI instructor to see if he/she has the instrument for a different purpose.
 - a. If the instructor has the instrument and no longer needs it, get the instrument from the instructor and return it to the locker.
3. If the GI instructor does not have the instrument, contact the student to whom the locker was issued. The e-mail or voice message should read:
 - a. Dear _____ (Student)
The instrument issued to you for _____ (name of GI course) needs to be returned to its locker by _____ (date of last day of classes). If the instrument is not returned by this date, a hold will be placed on your academic transcript. Please notify musicsw@apsu.edu when the instrument has been returned to avoid further action.
4. Regularly check the *musicsw* e-mail account and the MMC 155 locker room to see if/when the instrument is returned. On the date specified in the e-mail to the student, if the instrument has not been returned, send the following e-mail to mfraley@apsu.edu:

Dear Mrs. Fraley,

The following students were issued lockers and/or departmental equipment. As of _____ date, some or all of the items have not yet been returned. Please place a hold on the records of each student indicated below until said items are returned:

Name of Student	A Number	Items to be returned
<i>Add rows as needed</i>		

- a. At this point, change the lock and reassign the lock for the appropriate instrument in the upcoming semester's GI course.

5.2 FOR LOCKERS IN MMC 226

5.2.1 To issue a locker to a student, you will need:

- A completed Locker Request Form from the student (*located in the Ticket Booth "Locker" file*).
- The Locker Excel sheet that shows locker sizes (this will help you issue the correct locker based on the size of the student's instrument(s)) (*located in the Ticket Booth "Locker" file*).
- Lock Combination Database (located on the ticket-booth computer and in the Locker file.
- A combination lock for the student (*box of locks is kept in the ticket booth*).

5.2.2 At the start of the semester, or anytime you need to issue a locker:

1. Require any student requesting a locker to complete a Locker Request Form. Confirm the identity of students you do not know by asking to see APSU student ID. Once you have a copy of the completed form, use the instrument information to issue an appropriately sized locker. Use your best discretion for special cases as described in the policies and procedures (e.g. students who play more than one instrument).
2. Fill-out a locker combination slip and give it to the student.
 - a. Lock numbers are engraved on the back of each lock.
 - b. Locate the lock number on the Lock Combination Database, and write the combination on the slip.
3. Record the student's information into the Ticket Booth computer database. Keep the hard copy of the Locker Request Form in the appropriate file.

Use your best judgement: A student who returns from year to year will appreciate having the same lock each year, to avoid having to learn a new combination. When you can, try to accommodate students by giving them the same lock each year (check the database from prior years)

5.2.3 Periodically (throughout the semester)

1. Inspect the MMC 226 locker room.
 - a. Ensure nobody has claimed a locker that was not issued to him/her.
 - b. Ensure there is not excessive trash or debris in any locker.

- c. Ensure nobody is using a personal lock on the lockers.

If you see any of the above, send an e-mail stating:

Dear _____ (student),

Regarding locker number _____ (#), the following was noted:

- This locker was not issued to you. Remove your belongings by _____ (date), or they will be removed by student workers.
- Personal lock on your locker. Remove this lock and use the departmental lock issued to you. Return the departmental lock to your locker by _____ (one week from date of notice) or your personal lock will be cut and your belongings removed.

Reply to musicsw@apsu.edu if you have any questions.

5.2.4 At the end of the fall semester:

1. Review the information on the Excel sheet to determine which students plan to keep their locker for the spring, and which students need to check-in their lockers (check primarily for GOMB members and other non-majors)
2. Print a locker check-in sheet and post it on the ticket booth door.
3. Print, copy, and post signs on lockers where a student indicated that they will not need a locker for the spring semester. Also send an e-mail to each student’s official APSU e-mail address. The sign/e-mail should read:

You indicated that you will not need your locker for the spring semester. Please remove all personal belongings by _____ (last day of classes) and write your name and locker number on the Locker Check-in Sheet located on the Ticket Booth door to notify ticket booth workers that your locker is empty. A student worker will inspect the locker and send you confirmation that you are cleared, or if you need to take further action. If you do not complete this process by the date indicated above, a hold may be placed on your records.

This is your ____ First ____ Second ____ Final Reminder

4. When a student indicates he/she is ready to check-in a locker, inspect the locker to ensure it has been emptied of all contents (including trash / debris). If items still remain in the locker, send an e-mail reminder and place an additional notice in the locker. If the locker is clear, replace the lock with a new combination lock.
5. On the last day of classes, send an e-mail to the music department administrative assistant (fraley@apsu.edu) stating:

Dear Mrs. Fraley,

The following students were issued lockers and/or departmental equipment. As of _____ date, some or all of the items have not yet been returned. Please place a hold on the records of each student indicated below until said items are returned:

Name of Student	A Number	Items to be returned
<i>Add rows as needed</i>		

--	--	--

- When this e-mail is sent, remove the belongings from the locker, take everything to the department's lost and found, and change the lock on the locker.

5.2.5 At the end of the Spring Semester

All students are required to empty their lockers for the summer.

- In the last two weeks of the semester, post signs in the locker room with the following information:

Students are required to remove all instruments and personal belongings from lockers by _____ (date of spring commencement). Once your locker is emptied, write your name and locker number on the Locker Check-In Sheet located on the ticket booth door to notify ticket booth workers that your locker is empty. A student worker will inspect the locker and send you confirmation that you are cleared, or if you need to take further action. If you do not complete this process by the date indicated above, a hold may be placed on your records.

- Post a copy of the Locker Check-In Sheet on the ticket booth door.
- When a student indicates he/she is ready to check-in a locker, inspect the locker to ensure it has been emptied of all contents (including trash / debris). If items still remain in the locker, send an e-mail reminder and place an additional notice in the locker. If the locker is clear, replace the lock with a new combination lock.
- On the last day of classes, send an e-mail to the music department administrative assistant (fraley@apsu.edu) stating:

Dear Mrs. Fraley,

The following students were issued lockers and/or departmental equipment. As of _____ date, some or all of the items have not yet been returned. Please place a hold on the records of each student indicated below until said items are returned:

Name of Student	A Number	Items to be returned
<i>Add rows as needed</i>		

- When this e-mail is sent, remove the belongings from the locker, take everything to the department's lost and found, and change the lock on the locker.

Use your best judgement: A student who returns from year to year will appreciate having the same lock each year, to avoid having to learn a new combination. When you can, try to accommodate students by giving them the same lock each year (check the database from prior years). You can ease this process by not changing the lock for students that you are confident will return next year.

5.3 CONFIDENTIALITY AND ETHICS STATEMENT FOR STUDENT WORKERS

For this job, you will have access to sensitive information (combinations to student locks). This information is to be kept in the strictest of confidence and professionalism is required.

Do not distribute lock combinations to anyone other than the student to whom the locker was issued. Do not use knowledge of lock combinations to obtain access to lockers other than those issued to you, except as a function in your role as a student worker. Nor should you enable other students to obtain access to lockers or equipment that has not been issued to them, even when they try to convince you that it is acceptable to do so. As an example scenario:

Question: A student borrowed my instrument and I need it for wind ensemble. I can see it in his locker; Can you give me the combination?

Answer: No.

Question: Fine. Can you go open the locker so I can get the instrument for rehearsal?

Answer: No.

Question: But look, I have his APSU ID card and an e-mail from him stating that it's OK. Can I just get the instrument?

Answer: No.

The official policy above states: *Neither the Department of Music, nor its representatives (faculty, staff, graduate assistants, or student workers) will, at any time for any reason, allow students to gain access to a locker that has been issued to another student.*

Any student worker who does not comply with these expectations may be subject to:

- Removal from position as a student-worker/scholarship worker.
- Possible revocation of scholarship
- The student will be reported to the Department Chair and the Dean of Students
- The student will be responsible to repair and/or replace any equipment that was damaged or stolen due to professional misconduct

Appendices

6 LOCKER COMBINATION SLIP TEMPLATE

(print, copy, and cut as needed to distribute to students when checking-out lockers).

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

You have been assigned Locker No. _____

Combination: ____R ____L ____R

8 LOCKER REQUEST FORMS

			
Locker Request Form			
First Name			Last Name
A Number		APSU e-mail	@my.apsu.edu
Cell Phone	()		
Status	<input type="radio"/> Music Major	<input type="radio"/> Non major participating in APSU Ensemble	
Ensembles	<input type="radio"/> Wind Ensemble	<input type="radio"/> Orchestra	<input type="radio"/> Symphonic Band
	<input type="radio"/> GOMB	<input type="radio"/> Jazz Band	<input type="radio"/> Other (Chamber)
Instruments	Primary:		
	Other:		
Duration	<input type="radio"/> Fall Only	<input type="radio"/> Spring Only	<input type="radio"/> Fall and Spring
<p>Your signature below indicates that you agree to the following: •I have read, understood, and agree to abide by the terms and conditions set-forth in the Music Department Handbook. •Only locks issued by the Department of Music are to be used on departmental lockers. Personal locks will be cut-off at the student's expense, and the contents will be removed. •Unissued lockers may not be claimed without following official departmental procedures. Instruments or other equipment found in unissued lockers will be removed by departmental personnel. •Lockers are to be used for storage of instruments and other equipment related to participation in ensembles and activities as an APSU music major. •Lockers should be kept free of trash or other debris that could attract rodents and pests. Lockers that contain excessive amounts of trash may be emptied at the department's discretion. •University personnel should be able to see into the locker at all times. Posters, papers, fabric or other items that obstruct the view into the locker may not be affixed to locker doors. Nor should lockers be decorated or customized with stickers, markers, or other items. •All lockers are subject to search at any time by University personnel. Prohibited items, defined in the student Code of Conduct (Policy 3:013), that are found in lockers, will be surrendered to Campus Police and the student will be reported to the Dean of Students. •Neither the Department of Music, nor its representatives will, at any time for any reason, allow students to gain access to a locker that has been issued to another student. •Any violation of these policies may result in a monetary fine, revocation of locker privileges, and/or a hold placed on the students' university records.</p>			
Signature			
DATE ____/____/____	Due DATE ____/____/____	Return DATE ____/____/____	

