

Musical Instruments

The school system owns a large number of band and orchestral instruments. There is no regular year to year budget for the purchase of instruments. Funds for the purchase of musical instruments are derived from the equipment budget of individual schools as needed as well as through equipment monies handled by the Fine Arts Department. Many instruments have been purchased by individual schools with funds from other sources (i.e. paper sales, concert income, P.T.A.). Most instruments are now purchased using a combination of funding sources.

1. Inventory control is maintained through the data processing system for each school throughout the district. All instruments belonging to the district and assigned to a school must be shown on its inventory. When instruments are loaned to another building or if instruments are lost or stolen or if they become unusable (destroyed or worn out), the instrument repair shop and the music office are to be notified to that the inventory can be changed. This is done on a "G" requisition or an inter-office memo.

2. Policy on maintenance – it is the duty of the instrumental teacher to provide instruction to the students as to the general care and daily maintenance of instruments and to see that these instructions are carried out. Repairs are made by the district instrument repair shop.

3. Schools may charge up to \$7.50 per semester (\$5.00 per trimester) for rental of school-owned instruments. The option of charging rental is the responsibility of the building administrator and the instrumental teacher. The rental money is to remain in the individual buildings and be used for the instrumental music program.

4. Policy on repair – The instrument repair shop, located in the Educational Service Centers, is the only place district instruments are to be repaired. Teachers are not to repair instruments (excepts for necessary, daily maintenance). The instrument repair shop repairs only school-owned instruments.

5. Instruments donated ot or purchased by, for or through schools or their performing organizations become the property of the school system at large and bear the stamp of the Board of Education together with an identifying number.

Regulation

adopted: 4/25/67

By Deputy Superintendent  
Minneapolis, Minnesota

Revised: 9/25/73  
2/23/76  
8/13/85