

Rules and Regulations (cont.)

the sales receipt. In addition, you will be required to sign a Release of All Claims form prior to receiving any reimbursement.

III. Regulations and Procedures of the Conservatory of Music

ANY VIOLATION OF CONSERVATORY FACILITIES RULES AND REGULATIONS MAY RESULT IN A FINE OF \$50 PER OCCURRENCE, BILLED TO THE STUDENT ACCOUNT. REPEAT OFFENSES WILL RESULT IN ADDITIONAL FINES, LOSS OF PRIVILEGES, AND/OR JUDICIAL PROCEEDINGS.

A. Use of Facilities

1. The facilities of the conservatory are for academic training and conservatory-related functions; use of the facilities for any other purpose requires the permission of the associate dean.
2. Students may enter locked buildings only when accompanied by a teacher or administrative officer. Teachers and administrative officers are not authorized under any circumstances to lend students their keys to rooms or buildings in the conservatory complex. The unauthorized possession of a key to a college building is forbidden.
3. Students are required to show their Oberlin College ID when asked to do so by an Oberlin College official.

B. Robertson Practice Facilities

1. Most practice rooms are not assigned. When an unassigned room is unoccupied, any student may elect to use the room for practice.
2. A student may leave a practice room for a brief period, up to 10 minutes, without giving up the room.
3. Students must take their possessions with them when leaving a practice room or other room.
4. The lids of pianos in Robertson may not be raised while practicing. This is to control the sound level in the practice building.
5. Cutting of reeds is permitted only in Robertson reed workshops.
6. Certain practice rooms are assigned, as follows:
 - a. Conservatory students majoring in double bass, harp, or percussion instruments are assigned practice rooms at the discretion of the associate dean. Nonmajors will only be granted instrument storage on a space-available basis and must be registered for private study or actively involved in a conservatory ensemble. Nonmajor storage is generally not available for large instruments.
 - b. Students studying organ, harpsichord, or forte piano are assigned keys to the appropriate practice rooms;

- c. Students studying tuba will store their instruments in the assigned room in Robertson.

7. Practice rooms that have been assigned to an individual or a group may be used only for practicing and instrument storage. The room windows may not be covered. The room may not be loaned to another student. Use of practice rooms for summer storage of personal items is strictly prohibited.

8. Beverages and food are prohibited in practice rooms. Violators will be fined \$50 per occurrence, billed to their student account. Repeat offenders may lose their practice room privileges and face judicial proceedings.

C. Room and Concert Hall Scheduling

1. Scheduling of classrooms, rehearsal rooms, and concert halls for periods of a semester or more, as well as advance scheduling for future uses of these rooms, is handled through the Concert Production Office, Bibbins 234. One-time or short-term scheduling of a room or concert hall may also be made in Bibbins 234.
2. Rooms may be reserved for short-term use as follows:
 - a. Faculty members may reserve classrooms, rehearsal rooms or concert halls for course-related use;
 - b. Student leaders of authorized chamber music ensembles may reserve a classroom for a rehearsal by their chamber music group or ensemble.

D. Student Teaching

1. Students authorized to give private instruction under the Supervised Student Teaching Program or the Approved Student Teaching Program may give this instruction in the practice rooms of Robertson. They must charge the teaching rate set by the dean for such teaching and not more. This rate is published in the *Catalog* each year and the rate is quoted to persons who inquire about noncredit lessons.
2. Students not in the Supervised Student Teaching Program or the Approved Student Teaching Program who wish to give private instruction may do so at this or any other rate; they may not, however, use conservatory facilities for this instruction.

E. Care of Instruments

1. Students are not permitted to take food, beverages, or other liquids out of the student lounge, or from outside the conservatory to areas other than the student lounge. Specifically, no food, beverages, or liquids, with two exceptions, are permitted in practice rooms, rehearsal rooms, classrooms, concert halls, or in conservatory rooms other than in the student lounge. The exceptions are:
 - a. Reed instrument players, who need a small cup of water for soaking reeds while practicing, may take water

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to practice rooms, but only in containers with secure covers. These containers must be placed on the table or on the floor, and never on the piano itself;

b. Faculty and staff members are permitted to take food and beverages from the student lounge to their offices or studios.

2. Only music and books may be placed on pianos. Instrument cases and other items must be placed on a table or on the floor.

3. Conservatory-owned equipment and instruments may not be removed from the conservatory complex without authorization from the associate dean. This includes chairs and stands.

4. Student-owned instruments left unattended in practice rooms or elsewhere may be secured and the student notified of this action. Students are reminded that Oberlin College assumes no liability for damage or loss of a student's property on Oberlin College property. Students are urged to obtain their own insurance coverage for their instruments and personal property. For information on obtaining instrument insurance, contact Michael Lynn, Associate Dean, (440) 775-8099. Instrument lockers are assigned, as available, through the Concert Production Office, Bibbins 234.

F. Special Use of Instruments

1. Any special use of conservatory instruments must be explicitly authorized by the appropriate Conservatory staff member each time the instrument is so used. The staff members are:

a. John Cavanaugh, pianos, (440) 775-8275

b. Michael Lynn, Associate Dean, (440) 775-8099

2. No faculty or staff member or student is permitted to regulate, tune (keyboard instruments), or repair any conservatory-owned instrument unless authorized to do so by a conservatory technician or by Dean Lynn.

3. Pianos in Robertson may not be moved, even slightly, without authorization from the director of keyboard technology.

4. Any use of pianos for compositions requiring direct manipulation by the performer of strings, hammers, dampers or the instrument action is forbidden without authorization each time by the director of keyboard technology with a single exception:

a. Certain pianos in Robertson may be used as prepared pianos without further authorization. Upon request, Mr. Cavanaugh will arrange for these rooms to be locked and reserved for individual use for a short period when an extensive preparation is contemplated.

G. Building Security

1. The buildings in the conservatory complex are open daily during the school year from 7:30 a.m. to midnight, except for vacation periods.

2. Students found in the conservatory complex without authorization when the buildings are closed will be subject to judicial proceedings.

3. Outside building doors are unlocked during the hours the buildings are open, with the following exceptions:

a. Bibbins: the outside doors are locked no later than 11:45 p.m.

b. Central Unit: Warner Concert Hall foyer doors are locked except when a concert is scheduled in Warner; exterior doors to rooms 21 and 25 are always locked. (Student lounge doors remain open until 11:45 p.m.)

c. Robertson: the outside doors are locked and students must use their Validine cards to enter.

d. Kohl: Kohl Plaza entrance doors require ID key card access, with the exception of business hours (8:00 a.m.-4:30 p.m.). Access is available through the basement and third floor entrance.

4. Exterior doors must not be propped open.

5. Practice room windows must not be covered.

H. Fire Regulations

1. Smoking is not permitted in the conservatory complex or within 30 feet of the building entrances and air intake fans.

2. Any open flame or burning of any material, such as candles, incense, etc. is strictly prohibited in the conservatory complex.

3. No tables, chairs, stands, instruments, instrument cases, carts, etc., may be left unattended blocking traffic in hallways anywhere in the conservatory complex.

I. Energy-Saving Measures

1. Lights in concert halls, large rehearsal rooms, classrooms, practice rooms, and other rooms in the conservatory complex are to be turned off when a room is not in use.

2. The use of concert halls, large rehearsal rooms, and classrooms by only one or a few persons is to be curtailed when rehearsal or class area of appropriate size is available.

J. Miscellaneous

1. Music stands, tables, and chairs borrowed from a room must be returned when finished. Music stands may not be taken from one building in the conservatory

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complex to another, nor may they be removed from the conservatory complex without authorization from the associate dean.

2. Persons using concert halls, rehearsal halls, or classrooms are expected to return the equipment in the room to its proper location when finished. Instruments and equipment moved into a concert hall for a performance must be returned to the regular storage area when the concert is over.
3. Heavy equipment must not be dragged along the floor; a dolly or wheeled platform should be used.
4. Students and faculty members must not move, connect, or disconnect audio equipment in classrooms, rehearsal rooms, or concert halls. The Audio Department should be contacted at (440) 775-8272 to send someone to move, connect, or disconnect equipment.
5. Signs, notices, and posters may be placed only on public-use bulletin boards. They are not to be placed on walls, doors, or windows.

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IV. Library

The library's mission is to collect, preserve, and make readily available materials of all kinds for the benefit of the students and employees of Oberlin College. The success of the library's policies depends upon the cooperation of all users. The lending regulations are generous, reflecting a commitment to promote a free and open environment conducive to learning. On the other hand, the library does insist on strict compliance with the basic regulations listed below, especially those that call for prompt return of materials when due or when needed by others. In addition, the library is quite serious about dealing firmly with anyone who fails to respond to library notices, or who improperly removes, damages, hides, or otherwise misuses materials so that others are denied access to them.

Current borrowing regulations are summarized in a sheet available in the Main Library (Mudd Center) and the branches in the Conservatory (music), Allen Art Building (art), and Science Center (biology/chemistry/physics). Students also are eligible to check out materials from Oberlin Public Library.

A. Basic Rules and Penalties

One's current College ID card with barcode should be presented each time one borrows books or other materials. No other form of ID will be accepted.

Students may borrow books from the general stacks for one semester, subject to recall by another borrower after one

week from the initial checkout date. Recalls for reserve are given priority and may be due in less than one week. The person who borrows an item accepts responsibility for its return in good condition and by the date indicated at time of checkout or by the date indicated on subsequent library notices. All books must be returned to the circulation desk from which they were checked out, or the appropriate book drop for that location. Borrowers who fail to return materials on time or in good condition will be fined and/or billed in accordance with current library policy.

Individuals who receive a recall notice indicating that the item has been recalled must return the item directly to a circulation staff member (rather than leaving it in the book drop) to avoid accumulating fines and to allow the item to be processed quickly for the next user. The library expects students to read their mail every day in accordance with college mailroom regulations and to check their e-mail frequently. Recalled items must be returned immediately. If a borrower fails to return by the due date an item that has been recalled for another reader, a \$10 per day fine is assessed for each day the book is overdue. Failure to respond to recall notices has the effect of denying other users access to library materials and may be taken as an Honor Code violation and dealt with accordingly before the Honor Committee. (See the Students' Rights and Responsibilities section I.B.5). In addition, withholding library materials may be construed as theft.

Other short-term loans (periodicals, A-V materials, materials borrowed from other libraries, and other high demand items) are also subject to fines and referral to the college Judicial System or the Honor Committee if not returned by the due date. Current fine rates are available from the circulation staff in each library.

A borrower who fails to return library material upon request will be prevented from enrolling the following semester. Departing students who fail to return library material will be charged for the replacement costs of the material plus a processing fee for each item not returned. The full amount billed (replacement cost and processing fees) will be refunded if the material is returned in good condition within 30 days of billing.

Fines should be paid at the Main Library circulation desk upon receipt of the fine notice. Unpaid fines totaling \$150 or more will result in the student's borrowing privileges being suspended. Fines remaining unpaid at the end of the semester will result in a student's enrollment being held the following semester.

B. Reserve System Rules and Penalties

Many instructors use reserve shelves to ensure access to heavily used sources. These materials normally circulate for three hours (two hours at the Conservatory Library) unless otherwise indicated. Some reserve materials are available for overnight loan, due at the posted time the next day.