



Musical Instrument Usage Policy

Purpose: The DeWitt Community Library provides learning opportunities through music by making available a piano and a clavinoava for public and private use.

1. Each instrument will be in its own designated space. Instruments may be moved depending on space and program requirements. Movement of the instruments must be approved by the Director prior to the program or use.
2. The public is required to reserve the musical instrument via LibCal, phone, or in-person at the Circulation Desk . Library program usage will take precedence over public use.
3. Patrons will treat the instruments with care. The instrument is the responsibility of the borrower; the borrower is fiscally responsible for all costs associated with damage to the instrument due to neglect or abuse.
4. No food or drink is allowed on or near the instruments.
5. Usage time is based on both the availability of both the meeting room and equipment, and a first come first served basis. Time can be reserved for 1-hour increments. The library reserves the right to restrict time if excessive reserved times by an individual prevents others from access. Reservations may be made in person or by phone. Reservations will be held for 10 minutes unless otherwise notified.
6. Instruments will be available during regular library hours. Patrons will need to be done 15 minutes before closing time. Any after hours usage must be approved by the Director prior to use or program.
7. The instruments are for public use and can be used private lessons. Instruments may be reserved for program recitals or recital practice, in accordance with the library's Meeting Room policy. We not charge a fee for this use, but free will donations are gratefully accepted
8. The instruments are available to be used for public performances within our facility. These events must be free and open to the public. For inquiries, please contact the Library Director.
9. Failure to comply with these policies will result in loss of instrument privileges and may lead to prosecution.
10. The Library will tune the piano once a year. If requested to tune by a user, they will be charged the tuning fee.

Approved 8/4/2021