

GENERAL SUPPORT–FINANCIAL SERVICES

Purchasing and Supply

Acquisition of Musical Instruments and Sheet Music

This regulation supersedes Regulation 7475.

I. PURPOSE

To prescribe procedures to be followed for the purchase of musical instruments and sheet music.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been completely revised and should be reviewed in its entirety.

III. ACQUISITION

A. Additional and Replacement Instruments

Normally, musical instruments shall be acquired on the basis of the School Board's approved budget, with the equipment request being approved by the fine arts coordinator.

Requests for additional and replacement musical instruments, including pianos, shall be reviewed by the Department of Instructional Services (music instructional specialist). For replacements, the music instructional specialist shall make a determination as to the suitability and prepare an SSM-5, Equipment Status and/or Evaluation Report, when appropriate.

B. Local Purchase or Donation of Instruments

Schools may acquire a piano or other instruments as a result of a local purchase made in accordance with direct purchase procedures as prescribed in Regulation 7410 or by private donation. Purchases or donations shall have the approval of the music instructional specialist to ensure suitability for instructional purposes. All such acquisitions of musical instruments with a value of \$5,000 or more and a useful life of one or more years shall be processed as prescribed in the current version of Regulation 7501, Inventory Management of Public Property.

C. Procedures for Ordering Sheet Music Shall Be as Follows:

The music instructor shall prepare a local purchase order for principal approval listing items not in the Central Music Library catalog and deleting items that are available for loan. The order shall be placed with one of the recommended sheet music vendors, which can be found at the following web site: <http://fcps.edu/fs/procurementvendorlinks/index.htm>. This link is available only through computers within the FCPS network.

IV. CENTRAL SHEET MUSIC LIBRARY

Sheet music in the Central Music Library shall be available to all members of the music instruction staff, subject to the following rules:

- A. All items must be checked out by the library staff clerk.
- B. Band and orchestra directors may check out no more than six items at a time.
- C. Vocal teachers may check out up to ten items at a time.
- D. The length of time that materials may be borrowed must be stipulated on the checkout form.
- E. Music must be returned on time unless an extension is granted by the music instructional specialist.
- F. Music may be checked out in person or by telephone.
- G. Instrumental music must be returned in instrument order.