

2018 Reservation and Use of Early Instruments: Policies and Procedures

The following policies are being put into effect regarding the reservation and use of Early (Historical) Instruments in the School of Music, including the following keyboards: Martin harpsichord, Kingston harpsichord, Johannus portative organ.

EARLY KEYBOARDS

Includes (Martin harpsichord, Kingston harpsichord, Johannus portative organ)¹

Reservations

Faculty or students wishing to use any of our early keyboards for a performance and its associated rehearsals must make a reservation. The request to reserve an early keyboard for any use (recital, concert, rehearsal, et cetera) should be sent to Angela Mariani (Angelamariani.smith@ttu.edu). PLEASE DO NOT SEND EARLY INSTRUMENT RESERVATION REQUESTS to anyone else; Dr. Mariani is the person who is authorized to put the reservations in the SOM Calendar Wiz.

- **The reservations for our early keyboards are posted on the SOM Calendar** by Dr. Mariani. This is to avoid double-booking, and to keep track of the locations of the instruments.
- **To view the early music instrument reservations**, choose “EM Instrument Checkout Calendar” from the “Select Category” dropdown menu, and then select “ALL” from the “Select Location” menu. PLEASE CHECK THIS BEFORE REQUESTING—it will save everyone time.
- **Please reserve early keyboards at least six weeks before you will need them**. This is absolutely critical. If we receive a request at short notice, there is no guarantee that a) the instrument will be available; b) the resources will be available to move the instrument if this is necessary, and c) there will be time in Kevin’s extremely busy schedule to tune the instrument.

¹ **PLEASE NOTE:** the Gerald Self harpsichord that is sometimes referred to as the “Caprock harpsichord” does NOT actually belong to the School of Music; it belongs to Caprock Early Music Associates. Beginning in the 2017 academic year, a rental fee will be required for the use of Caprock Early Music’s harpsichord. Inquiries should be made to Clint Barrick or Angela Mariani.

- **Students wishing to use the Johannus portative organ for student recitals** (grad or undergrad) should inform their supervising faculty member, who may make the arrangements with Dr. Mariani.
- **If you need a harpsichord for a short work in an undergraduate recital** *that is not specifically geared toward historical performance*, please consider using the harpsichord setting on the portative organ, for the following reasons:
 - The organ is very easy to move
 - The organ will not have to be tuned, so Kevin will not have to tune for an hour and a half for one 8-minute piece
 - The harpsichords will suffer if they are moved back and forth constantly.

Procedures and Protocol

Observance of the following procedures and protocol will greatly facilitate the shared use of our historical keyboards, provide for the continued safety and maintenance of the instruments, and ensure that the instruments will be tuned and available in plenty of time for your performances.

- **Moving: Please notify Angela Mariani and Kevin Fortenberry if an instrument is going to be moved.** The harpsichords in particular need special equipment to move them.
- **Tuning: If you are going to need tuning for the harpsichords, please send a notification to Kevin Fortenberry ONE MONTH in advance of the event.** This is critical, especially at very busy times. This is the only way that we can guarantee that the instrument will get on the tuning schedule. If you are reserving a harpsichord for a student recital, please make sure that the student understands the necessity of making tuning arrangements.
- **Accessories:** please assure that **all accessories (benches, lids, lid pins, covers, hardware, music desk, lid prop) remain with the instrument and are returned with the instrument.** In the case of the Johannus Organ, it is especially important to keep track of the power cord. Without the cord, the instrument is the world's most expensive end table.

Practice Access to Early Keyboards

Practice access to the early keyboards must be arranged, and keys procured.

- **FACULTY:** Practice access to the Kingston or the Martin harpsichords requires only a key to room 202 (Opera Lab) and, in the case of the Kingston, a key to the front plate. Practice access to the portative organ can easily be arranged through Dr. Mariani.
- **STUDENTS:** Practice access to any of the early keyboards must be arranged through Dr. Mariani, and the necessary keys procured through the Music Business Office.
- **Conflict with Collegium rehearsals:** Please note that during those semesters when the keyboards are being used by the Collegium Musicum, the instruments may not be available during Collegium rehearsal times (M6-7:30, W4-6, F3-4:30).

OTHER EARLY INSTRUMENTS

**Includes violas da gamba, Renaissance/Baroque winds,
medieval instruments, and various others**

Use by Collegium Musicum Students

- The use of an early instrument for use in the Collegium Musicum is granted at the discretion of the Director of the Collegium Musicum (Dr. Mariani). This includes access to the lockers in which some of the instruments are kept.
- The use of the locked early music practice room is **only** for members of the Early Music Ensemble and those people who are enrolled in an Independent Study involving an early instrument. Users must have permission from Angela Mariani, and a key must be procured through the Music Office.
- Permission to use an early instrument may be revoked in cases of irresponsible treatment of the instrument, whether or not actual loss or damage occurs. This includes neglecting to store the instrument safely in LOCKED lockers, failure to lock the early music practice room door, or leaving an instrument unattended.
- Damage to an early instrument is the responsibility of the person to whom the instrument is signed out at the time of the damage.

Requests for non-Collegium use

- Requests for all early instruments must go through Angela Mariani, EXCEPT the following:
 - Baroque-style traverso flutes: belong to the flute studio. Requested through Lisa Garner-Santa
 - Baroque bows: request through the Orchestra Director.
- **Early instruments shall not leave the School of Music premises** without written permission from the person who is in charge of the requests. An e-mail may be construed as written permission. Permission may be granted for off-campus SOM performances. Permission for other extenuating circumstances will be at the discretion of Dr. Mariani.
- Early music instruments on loan from the Early Music Ensemble to anyone for any purpose **must be returned to the person from whom they were requested on a mutually agreed-upon date.**
- Requests for the use of early music instruments by ensembles other than the TTU Collegium Musicum must be made by the director of the ensemble, and Dr. Mariani must have a written record of the names of the students who will be using those instruments. **The instrument(s) MUST be returned to Dr. Mariani (or in the case of baroque flutes, Dr. Garner-Santa) promptly upon a mutually agreed-upon date.** Regrettably, this policy must be enforced because there have been multiple instances of early instruments being either broken or stolen after they were “borrowed” for another ensemble’s performance.

Use of the early instrument practice room (first floor)

- The use of the locked early music practice cubicle is *only* for members of the Early Music Ensemble and those people who are enrolled in an Independent Study involving an early instrument.
- Users of the early music practice cubicle must have permission from Angela Mariani, and a key must be procured through the Music Office.
- The security of this cubicle must be carefully observed. The door shall remain locked at ALL times when there is not a human being in the room, even during a bathroom break. Key privileges will be revoked if this is not observed.
- Personal belongings are not to be stored in the early music practice cubicle; it is for practice purposes, not a personal locker. **This includes instruments** that do not belong to the TTU Collegium Musicum.
- Personal belongings that are left in the early music practice room will be removed. Music left behind will be recycled. Student-owned instruments left behind in the early music practice room will be removed. If you need to leave a personally-owned instrument there overnight because of some extenuating circumstance, you **MUST** get permission from Dr. Mariani. **We will enforce this**, and have done so in the past.