

Reed Room Use Policies

Security

- Sign out a key to the room by semester through the music facilities office located in the Simon Building.
- The reed room and equipment 2-drawer files and lockers are never to be left unlocked without student supervision.
- The last student to leave must make sure that the equipment lockers/cabinets are securely locked, the lights are turned out, and the door is securely locked behind them.

Reed Equipment Location

Bassoon Profilers, Oboe Gougers and supportive equipment are to be kept in the 2-drawer filing cabinets

- Keys to filing cabinets are located in cabinets

All other equipment and tools are to be kept in cabinets for the oboe and bassoon studios

- Combinations for the lockers will only be issued to majors.
- Do not give these combinations out to others.

Use and Care of Equipment and Room

Only current IU majors are permitted to use the room or equipment.

All IU reed room equipment is to be used and kept in the reed room.

- Do not borrow or use in another location

Gouging and Profiler machines may not be used until training has occurred and proficiency of use has been passed. Professors Strommen and Ludwig and their respective AIs are the only ones authorized for this training.

Care must be taken with all equipment at all times

- Upon completed use of equipment each student should clean and return all used items to the 2-drawer file or locker before leaving.
- A maintenance log will be posted on the bulletin board. This will include: **Room Maintenance**, **Oboe Maintenance**, **Bassoon Maintenance**, and **Room Suggestions**. Please fill out the appropriate information on these forms - they will be checked periodically.
- For immediate concerns, accidents, or malfunctions students should notify Professors Strommen or Ludwig immediately so that the problem can be rectified.

Clean up after each use of equipment and/or reed making session.

- Do not leave your equipment out when not in use
- Clean up your respective area before leaving, this includes your desk and floor area. Please wipe the desk with a paper towel and sweep floor with the Bissel sweeper, as School of Music maintenance will be at a minimum.
- The AIs will monitor room use and have the authority to request appropriate room use from all students.
- If you do not respect the room and reed making equipment you will not be permitted to use this space and equipment.

This is not a locker room or a lunch room

- Space is available for backpacks for the time you are using the reed room
- No instruments, book bags or other personal items are to be left or stored in the reed room.
- Microwave use is intended for cane preparation only - it is, under no circumstance, to be used for preparing food.
- Food is not permitted, water and covered drinks only.

Please do not use this room as a practice room

- This is a place for students to work on reeds and have access to university equipment, not a place for a quick warm-up before a lesson.

Reed Room Sign Out and Station Use

The entire room may be reserved at special times by Professors, as needed, for larger studio reed classes.

- These will be coordinated by the oboe and bassoon professors and will be communicated via email and will be posted one week in advance on the Studio Reed Room Bulletin Board.

Desk Sign-up

- Oboe Gouging/Bassoon Profiling Desks: 1-4
Sign-up for times, 2-hour maximum per day – first come first serve
Students are welcome to use these areas only if space is available and all other desks are in use
- AI Desks: 12-15
Sign-up for teaching needs
AI teaching priority, other students can use only if other desks are not available
- Bassoon Gouging/Clarinet Desks: 10-11
Bassoon and Clarinet priority, others students can use if available
- Desks 5-9: General reed making
No sign-up necessary
- Repair Desk
To be used for repair work only

Gouging/Profiling Desks 1 and 2 (Key # 406)

- File cabinet drawers (top – oboe, bottom – bassoon)
- Oboe: Ferrillo, Driscoll and Gilbert machines, radius gauge, dial indicator, oil/cotton, logs, mini planer
- Bassoon: Profiler and supportive equipment

Gouging/Profiling Desks 3 and 4 (Key # 408)

- File cabinet drawers (top – ob, bottom-bsn)
- Oboe: Innoledy, Graf/Ackerman and Gilbert English Horn machines, radius gauge, dial indicator, oil/cotton, logs, mini planer
- Bassoon: Profiler and supportive equipment

Four Tiered Cabinet (Key # 414)

- Bottom drawer: room maintenance needs (bulbs, etc)
- 3rd drawer: bassoon materials (opportunities, inventory and class materials)
- 2nd drawer: oboe materials (opportunities, inventory, and class materials)
- Top drawer: Reference file TBD

Sink area:

- Soakers and clean-up materials

Bulletin Boards:

- Class bulletin boards – desk sign up, announcements, reed room guidelines
- Lower bulletin board – oboe/bassoon specific studio announcements
- Student board – for student use