Yale INSTITUTE OF SACRED MUSIC
ISM Instruments – Policies and Procedures

The moving of any instrument must be coordinated and supervised by ISM staff or designated movers. No students may move instruments, even within a single room, unless explicitly authorized to do so by staff of the ISM Concert Production Office.

The use of ISM instruments is limited to ensembles or students with prior permission from an ISM faculty or staff member. The ISM will cover moving costs only for students who are using the instruments on campus for a required or degree recital. When performing at the ISM or the Divinity School, students must use an instrument that is housed at the ISM. If a move is for a required Yale recital, the funds to cover the cost will come from the student’s departmental program budget.

ISM students may request any of the following instruments for required or degree recitals on the Yale campus. Requests are made by submitting an Instrument Request Form to the ISM Concert Office. Completed forms must be submitted a minimum of 90 days prior to the first date of use.

Harpsichords

- Dowd – kept in the ISM Great Hall
- Kingston – kept in the ISM Organ Studio
- Dudash – kept in Jimmy Taylor’s studio and available only for Voxtet performances

Continuo Organ

- Little Taylor & Boody – kept in the ISM Great Hall
  
  There is a carving of a Yale Bulldog on this organ’s facade, thus it is often called the “Bulldog Organ”

Pianos

The ISM owns several pianos, and there is at least one piano in every performance venue on campus. If your degree recital requires a piano, complete the Instrument Request Form in this resource guide and submit it to the ISM Concert Production Office at least 90 days before your first piano rehearsal. Submit a request form even if the venue has a piano, so that the Concert Production Office knows to have it tuned.

Care of Instruments

Students using ISM instruments must close and cover all instruments at the end of every rehearsal. Articles such as beverage containers and books are never to be placed on any instruments, including pianos. The student in charge of a rehearsal or recital is responsible for enforcing these guidelines.

Instrument Request Form

Can be found at http://ism.yale.edu/MusicStudentResourceGuide