

Leicestershire Music Instrument Disposal Policy:

1. Instrument Condition and Repairs

- a. Instrument Technician to regularly assess instrument stock condition and deterioration.
- b. This process, and its accompanying admin, is supported by the Business and Operations Team.
- c. This process is also carried out, at least annually, by respective instrumental teams, coordinated by Team Leaders.
- d. Staff will identify instruments needing repair, log and assign them to suitable internal staff for repair.
- e. Where cost effective extensive repair is required, the instrument is assigned to an external expert technician.

2. Instrument Disposal Criteria

- a. Instruments that are either beyond economical repair, in poor condition, that don't support business operations or that aren't cost effective to store are candidates for disposal.
- b. Instruments will be judged for disposal based on one or all of the below criteria:
 - i. Damage severity
 - ii. Repair cost (If the total repair cost is equal to, or greater than, %60 of the replacement purchase price, then the item will not be repaired - this is a guide however exceptional cases will be judged on a case by case basis)
 - iii. Staff time required to support the repair process (the amount of staff time required will be assessed against the value of the instrument/s and be added to the overall repair cost)
 - iv. The demand / requirement of the instrument for business operations / workforce capability / stock levels.
 - v. The cost / logistical expense to store the instrument

3. Disposal Methods

- a. Suitable instruments in good enough condition may be sold or donated to other institutions, in line with overarching LCC and ACE guidance.
- b. Damaged instruments, ahead of being stripped for usable parts, will be recycled or properly disposed of in a cost effective / environmentally responsible manner. For instance, being sent to a County Council Recycling and Household Waste Site.
- c. Where suitable for the scheme, instruments will be donated for recycling / repurposing with the Norman's 'ReTune' scheme: [ReTune \(normans.co.uk\)](http://normans.co.uk)

4. Policy Review

- a. **Leicestershire** Music will review and update the policy, as required, to align with instrument management practice and business requirements.