

MUSIC · ADULT TEMPLATE

Instrument Loan Tracker

Templates for tracking school instruments

Why this matters

Template 1 — Sign-out / sign-in log



Template 2 — Condition log

Template 3 — Parent permission for home loan

Template 4 — End-of-year audit checklist

Sign-out log — example layout

Date out	Borrower / class	Reason	Date in	Condition
12 Oct	Ms Patel / Y4	Recorder lesson	12 Oct	Good
18 Oct	Sam / Y5	Home practice	25 Oct	Good



Date out	Borrower / class	Reason	Date in	Condition
3 Nov	Mr Jones / Y3	Christmas production	13 Dec	Crack at top
...

Setting up an instrument tracking system — 10 steps

- 1. Inventory every school-owned instrument and assign a number/sticker
- 2. Photograph each (or each batch) for the condition log
- 3. Set up the folder/binder near the storage cupboard
- 4. Print enough sign-out sheets for the year
- 5. Communicate the system to all class teachers (one staff meeting slot)
- 6. Train TAs and music helpers — they often run the actual sign-out
- 7. Set a weekly time to update the log (e.g. Friday afternoon)
- 8. Set a termly time to spot-check returned instruments
- 9. Send permission slips home with any take-home loan
- 10. Audit and budget in July before the new year

