

STANDARD OPERATING PROCEDURE (SOP)
GAMELAN LABORATORY – FACULTY OF CULTURAL SCIENCES (FIB),
SEBELAS MARET UNIVERSITY (UNS) SURAKARTA

The formulation of the Standard Operating Procedure (SOP) for the Gamelan Laboratory, Faculty of Cultural Sciences (FIB), Sebelas Maret University (UNS), serves to facilitate all practical activities within the Regional/Javanese Literature Study Program. The Gamelan Laboratory functions as a studio for students to conduct practical activities that foster creativity in performing arts, research, and community service. It aims to maximize the utilization of the laboratory's artistic and design resources, thereby supporting the realization of the vision and mission of the Regional Literature Study Program and the Faculty of Cultural Sciences: to contribute to the development of knowledge, technology, art, and design at the undergraduate level.

Activities within the scope of the Gamelan Laboratory include learning practices, creative development (coursework and final projects), as well as research collaborations and community service initiatives.

A. Functions

The primary function of the Gamelan Laboratory at FIB UNS is to serve as a facility for the practice and application of theoretical knowledge, research, and scientific development in the Regional/Javanese Literature Study Program. It is therefore an essential component of education and research, particularly in the field of learning. Specifically, the functions of the Gamelan Music Studio Laboratory include:

1. Serving as a center for practice, rehearsal, research, final projects, and a learning resource for lecturers and students of the Regional/Javanese Literature Study Program, FIB UNS.
2. Acting as a center for research, community service, and academic development for lecturers and students.
3. Functioning as a hub for the development of performing arts scholarship, particularly in Javanese gamelan music within FIB UNS.
4. Operating as a workshop and human resource development center, providing services to the academic community and the public to enhance the quality of learning.

B. General Guidelines

1. The Gamelan Laboratory provides facilities to support the teaching and learning processes of practical courses within the Regional/Javanese Literature Study Program, FIB UNS.
2. The laboratory's facilities are available for use by the academic community of FIB UNS as well as external users with proper authorization.
3. Users and practitioners are required to maintain and utilize all laboratory facilities and equipment in accordance with the established Standard Operating Procedures, rules, and regulations.

C. Laboratory Rules and Regulations

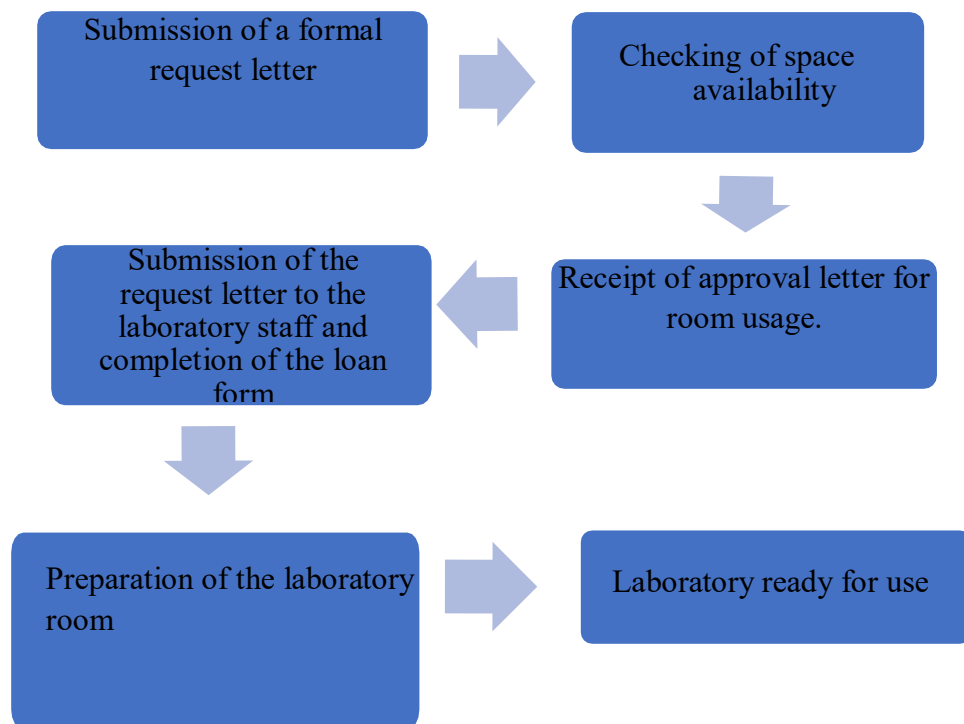
1. Students and lecturers are required to complete the Gamelan Laboratory Loan Form (blangko peminjaman) according to established guidelines.
2. Students must present their Student ID Card (KTM) as a prerequisite for room usage.
3. Eating, drinking, and smoking are strictly prohibited inside the Gamelan Laboratory.
4. Users must maintain the cleanliness of the laboratory at all times.
5. It is forbidden to remove any gamelan equipment from the laboratory without permission from the laboratory staff.
6. In the event of damage or loss of equipment, the responsible user must report it to the laboratory staff and replace the damaged or missing items.
7. After each session, users must ensure the laboratory is clean, and all lights, air conditioners, and gamelan instruments are turned off before leaving.
8. The use of the Gamelan Laboratory must follow the official schedule and must conclude by **16:00 WIB**. Any request for extended use must be approved by the laboratory staff.

D. Specifications of the Javanese Gamelan Laboratory

- Located in the FIB UNS Building.
- Classical-style room with a capacity of 30 people.
- Equipped with one complete set of Javanese gamelan instruments and wayang (puppet) performance tools.
- Includes one lecturer's desk, one projector unit, a whiteboard, and one set of amplifiers.

- Laboratory operating hours: until 16:00 WIB.

E. Borrowing Procedure for the Gamelan Music Studio



1. Submission of a formal request letter.
2. Checking of space availability.
3. Submission of the request letter to the laboratory staff and completion of the loan form.
4. Receipt of approval letter for room usage.
5. Preparation of the laboratory room.
6. Laboratory ready for use.

F. Laboratory Services for Javanese Gamelan Music

1. Javanese Gamelan Practice Courses

The gamelan laboratory facilities are utilized to support practical learning in Javanese music courses. As a center for practical development, the laboratory encourages the creation of

innovative and creative works in the field of performing arts, particularly Javanese gamelan music.

2. Workshops and Training in Javanese Gamelan

To promote equal access to higher education and community engagement, the Gamelan Laboratory provides broad opportunities for various users—including the general public, art instructors, music teachers, and the FIB UNS academic community—to participate in workshops and training programs aimed at strengthening gamelan scholarship and performance skills.

3. Utilization and Rental of Javanese Gamelan Equipment

To support laboratory sustainability and development, the gamelan studio may be managed as an income-generating unit through the rental of gamelan instruments. This initiative forms part of the laboratory's broader program for empowerment and institutional growth.