

## GUIDELINE

As a recipient of the instrument owned by the Nippon Music Foundation, you are required to abide by the following guidelines carefully. You should not be warned for dirty instruments when the condition reports are submitted to the Foundation (every three months, in case of long-term over 6 months recipient).

### Before the use:

- The angle of the bridge should be looked at daily so that it is not tilting forward or back too much.
- Always examine the feet of your shoulder pad to make sure that the rubber has not worn through or shifted. Always take special care when putting on or removing the shoulder pad since this is one of the most common causes of damage.
- When changing strings, you must follow the method as shown in the drawing.
- When practicing or handling the violin, you shall always be aware of your surroundings and protect the instrument from coming into contact with any object other than your hands.
- Beware of buttons, jewelry or metal objects on your clothing that may come in contact with the instrument at all times.

### After each use:

- Always wipe the violin after each use with a piece of soft cotton.  
Sweat causes varnish deterioration.
- Rosin accumulation on the strings can be removed using a small piece of silk cloth. **NO HEAVIER GAUGE SHOULD BE USED.** When doing this, the violin top must be pointed toward the floor to avoid particles of rosin falling into or on the instrument which will act as an abrasive when you clean it off. Gently run the silk cloth along the strings between the top of the bridge and the end of the fingerboard. This will give you a cleaner sound and make harmonics much easier to play.
- Do not ever use any commercial polish or cleaning solutions of any kind.
- Between the professional cleanings every three months, use only a clean piece of soft cotton to wipe off the violin. You shall not put any bottled cleaner or polish on the instrument. If you are handling the instrument properly there should never be anything on the violin that will not wipe off easily with the soft cotton.

**Always:**

- Do not allow any violin luthier to polish the instrument with French polish or any other material. It could destroy the original varnish.
- Never lay your violin down without having a cloth underneath the violin. Often top of table has particles on it that scratches the varnish.
- The violin should always be handled by the neck and the end-button. Do not grab the body of the instrument because oil from the hands can be damaging to the varnish. When letting another person hold the violin, make sure that they are very careful and handle it as you would.
- Apply special lubricant composition (peg paste) to the pegs as necessary to smoothen the pegs.
- Use handkerchief on the chinrest to protect the shoulder areas from sweat.
- When traveling by air or staying in dry hotel room, dampit should be kept inside the instrument, or keep the instrument in the bathroom over night in dry hotel room.
- Buzzing or rattling noises occurs when the instrument has been in a dry place and the glue has come undone. In such case, take the instrument to a violin shop designated by the Foundation for repair and adjustment. Nine times out of ten, when you think the instrument is out of adjustment, it is some sort of humidity problem and nothing with the position of the bridge or the soundpost.
- When using a shoulder rest, the rubber of the shoulder rest must be changed on average every year or two because the rubber gets harder and damages the instrument.
- It is also important to lubricate the groove in the top of the bridge and the groove in the top nut. The nut is best done with a little piece of old-fashioned dry kitchen soap (or graphite from a pencil could also work as a second choice).

Pull strings through as shown in the drawing to allow only about one full turn round peg.  
When string is pulled up to pitch, cut off excess strings (there is no need to leave them long!).

Please also apply the special composition (lubricant) onto pegs from time to time to allow pegs to turn smoothly.

