

Retention Policy for Music Library copies of School of Music non-commercial recordings

Established by School of Music Administration, Performance Studies Cmte, & Music Library staff on Wed, 31 Jan 2001; revised by the Musical Excellence & Artistic Accomplishment Roundtable on Sept 27, 2004.

1. Convocation

Each recording is retained at least one full academic year, then recycled or discarded depending on the age/condition of the medium, e.g. a recording made in April 2001 would be weeded from the collection in May 2002, or later. A brief bibliographic/holding record is added to the library catalog for each item as it is received. When the item is weeded, the bibliographic record is deleted from the catalog.

2. Junior/senior recital tapes

Faculty house these recordings in their studios or distribute them to students.

3. Any final project such as a thesis, recording, musical composition, etc. that a graduate student produces in partial fulfillment of the degree program must be permanently added to the university archives and a copy added to the library circulating collection. These items are fully cataloged.

4. Faculty and authorized guest artist/ensemble recitals/performances and all School of Music ensemble recordings are fully cataloged and added to the library collection for circulation.

Items that fall under nos. 3 & 4 will be housed in the Music Library as long as they survive. No archival treatment has been recommended to insure that a permanent record be available in the Music Library, should recordings become damaged or lost.