

## Music Department Recording Policies

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The Salem State University Recording Studio is responsible for recording and sound reinforcement requests for the Recital Hall. Audio Service Requests can be made through the Music Department Staff Assistant. The work is performed primarily by the department's staff assistant, and/or Music Department students under faculty or staff supervision. Fees may be required for services rendered, consult with the music department for fee information. Assessed fees are well below those of private facilities, thus benefiting both the clients and the engineers. All monies received are directly applied towards the maintenance and upgrade of the recording studio. The Salem State University Recording Studio provides an opportunity for students to learn in a professional environment. In order to provide the smoothest and most reliable service possible, the following policies have been established:

Recording services are available to both the college community and other organizations, but are limited to the Salem State University Recital Hall.

ALL recording services for a performance are scheduled on an as-needed basis and, when applicable, must be paid for in advance. The SSU Recording Studio will make every effort to facilitate a non-paying recording request, however, if necessary, the recording of a performance may be superseded by the need for the staff to facilitate said performance. All requests for recordings are arranged through the Music Department Staff Assistant.

All Audio Service requests must be ordered in conjunction with the reservation of the Recital Hall. Any requests made after the reservation of the Recital Hall WILL NOT be granted.

Clients must submit a completed Audio Service request, along with a stage plot, to the Music Department staff assistant. Clients must also provide media to the department for their final 2-Track master. The Department WILL NOT provide media for a performer's final master recording. Acceptable media formats are CD-R or DAT Tape. Clients should contact the Music Department Staff Assistant for other media options that may be available.

Multi-track Master recordings, master project files, and final master recordings remain the property of Salem State University and are archived in the Music Department. Copies of the Multi-track project files are not available for duplication, or distribution.

The Salem State University Recording Studio will provide the client one copy of his/her performance. Two copies will also be produced for archival purposes and will be stored in the Music Department's library. Every attempt will be made to expedite the production of a finished product; however, recordings may not be available for as long as two to four weeks after an event.

Clients will be responsible for all other duplication needs.

Clients may not distribute, or duplicate, Salem State University Recordings for commercial use without written consent from Salem State University.

In the event that a performer prefers to hire an outside engineer, the performer is responsible for ensuring that the Music Department Staff Assistant receive demonstrable proof of credentials, proper training, and adequate insurance coverage from that engineer.

The Salem State University Recording Studio is not responsible for supervising the performers' or composers' copyrights. All requests for recording require that the client sign a statement that (s)he accepts liability for clearing copyrights. Proof of copyright clearance must be provided in advance of any recording sessions.

The Salem State University Recording Studio is not responsible for videotaping ANY performance. Special arrangements for videotaping an event must be made through the Music Department Staff Assistant.

Only authorized students are allowed access to the Salem State University Recording Studio. No students are allowed in the studio without a faculty member, or authorized staff member, present.

No food or drinks are allowed in the Salem State University Recording Studio Control Room. To ensure the safety of those using the Studio Ensemble Room, and to prevent damage to the room and its equipment, only capped bottled water in plastic containers is allowed in the Studio Ensemble Room; no glass containers are allowed in the Ensemble Room.

The studio must be cleaned, and all microphones, cables, and any other equipment properly stored.

Until further notice, the Recording Studio will only be available for scheduled music department classes and Recital Hall events.