

Last amended 2004

## 1. Statement

The Department of Music aims to produce the highest quality recordings possible within budget, equipment and facility limitations. The Department's Administrative Assistant is responsible for supervising recordings. Concerts and/or recording sessions may be recorded using student technicians employed by the Music Department.

## 2. Equipment and Services

Recitals and recording sessions must be scheduled at least **4 weeks** in advance of the performance through the Administrative Assistant (Menjo Norden, Room 109A, mnorden@mta.ca)

The following services may be provided by the Music Department:

- Concert, recital and session recording
- Music editing (digital & analog)
- Compact Disk mastering
- Video recording (VHS Hi Fi)
- Sound reinforcement and Public Address for Brunton Auditorium

A sound system for the auditorium consists of a multi-channel mixer located in the Sound Booth, 2 main speakers and the possibility of 2 monitor mixes (total of 4 monitor speakers). The system is capable of producing more than adequate sound for the hall. A variety of mics and some sound processing equipment may also be available. No wireless or lavalier (clip-on) mic'ing is currently available. Special requirements may be requested through the University's A/V Department at Computing Services.

CD and/or cassette playback is available

### **Recital/recording locations:**

- MYB Brunton Auditorium
- MYB Convocation Hall
- Mount Allison University Chapel
- Elsewhere on campus
- Off campus/ local area only

Recording or A/V equipment is not available for loan or rental. On occasion, equipment may be checked out under the direct supervision of a faculty member of the Music Department.

## 3. Priorities

The following events are recorded automatically:

- Departmental Ensemble concerts
- Faculty recitals
- Recitals by guest performers (with their permission)

There are no charges for recording these events or for producing the master CDs (which are archived in the Dr. Alfred Whitehead Music Library). Duplicate copies of these recordings are charged at the policy's

rates. Normally, two ambient and two front stage mics will be used during public performances so as not to intrude on the enjoyment of the audience.

All other events are recorded only on request and are charged according to this policy's rates. These include student recitals, faculty and student recording sessions, and recordings for outside clients.

Recording services are prioritized as follows:

1. Performances of Departmental Ensembles
2. Faculty and guest recitals
3. Credited student recitals (including composition recitals)
4. Non-credit student recitals and shared recitals
5. Elective ensembles and student chamber ensemble performances
6. Faculty and ensemble recording sessions
7. Student recording sessions
8. Outside clients: Services are extended to non-University groups and individuals. However, the Department is not obligated to accept requests from groups or individuals whose recording activities are unrelated to the educational functions of the Music Department.

#### 4. Available Recording Formats

- Compact Disk (CD-R)
- DAT (digital audio tape)
- Cassette tape (Dolby B & C noise reduction)
- VHS tape (Hi Fi)

#### 5. Procedures

If you wish a recital to be recorded, a "Request for Recording" form must be completed. Forms are available from the Secretary or Administrative Assistant.

Recitals and recording sessions must be scheduled at least **4 weeks in advance** through the Administrative Assistant. All events listed in the Calendar of Events will be tentatively scheduled for recording by either the Administrative Assistant or a student Sound Technician. Changes to the schedule should be confirmed with the Administrative Assistant.

Last minute scheduling of concerts or recording sessions is usually impossible and should not be attempted. Should this be necessary and possible however, the session will be billed at a 10% higher rate. For scheduling conflicts, the Administrative Assistant will establish a priority ordering of services in consultation with the Head of the Department.

#### 6. Service Charges

	Student and Faculty	Outside Clients
Recording:	\$15.00 per hr	\$25.00 per hr
Editing:	\$15.00 per hr	\$25.00 per hr
Mixing and mastering of CD	\$15.00 /hr plus materials	\$20.00 per hr plus materials
CD duplication (max. 10)	\$4.00 ea	\$5.00 ea

Blank media (i.e. cassette, CD or DAT tape) are provided and included in cost.

## 7. Duplication

Persons seeking duplicates of recorded concerts or other materials should contact the Administrative Assistant. If applicable, permission for release of a recording must be obtained. Students may provide their own master recital recordings to be duplicated at the rates above. Faculty need only pay for materials. All duplication is subject to Canadian Copyright laws.

## 8. Payment

Fees or portions thereof must be paid in advance of the recording session. All other fees are payable upon receipt of goods. All cheques should be made payable to Mount Allison University and include the HST.

## 9. Distribution and Rights

The Mount Allison University, Department of Music, reserves the right to distribute CD's, or excerpts of Departmental performances automatically recorded, i.e. Department ensembles and faculty recitals, for outreach (including playback on not-for-profit radio), fund raising, or scholarly purposes. All other rights remain with the performer(s) or agent, unless waived.

Master CD's of Departmental performances are the property of the University, to be archived in the Alfred Whitehead Music Library. A CD copy of the recording can be produced for each principal performer of a recital, if requested. Additional copies may be obtained for a duplication fee as indicated in the policy. All duplication is subject to Canadian Copyright Laws.

All other CD Masters are the property of the main performer(s). A CD copy of the performance can be archived in the Alfred Whitehead Music Library, with the Library's permission.