

## **Concert Recording and Dubbing Policy**

CD copies of concerts performed by the faculty and students of UCSD Music Department are available for educational use only by the performers, composers and faculty involved in the event pursuant to all applicable copyright laws.

**WHAT WE RECORD:** The Music Department records all degree required concerts, most class concerts, faculty concerts and visiting artist's concerts depending on artist's permission. All concert recordings that are available for duplication are listed in our [Archive database](#) through the Music Department intranet.

**FORMAT and ARCHIVING:** The events are Mastered in 44.1K/16b soundfiles (for class concerts) or 96K/24b soundfiles (for faculty and degree required concerts). They are housed in Warren Studios until July 1st following the academic year and then moved to archival storage.

### **PROCEDURE:**

All recorded concerts are available to be dubbed within 5 working days of the event in Warren Studios. To schedule an appointment fill out the electronic form [Dubbing Request](#). You should receive an email confirmation of your appointment time within a day or two. At the bottom of the form you will find the link to the [Archive database](#). The requestor may provide CDR recording media or CDR media can be purchased for \$ .50 per disc. There is no labor charge for this service

### **HOURS and LOCATION:**

The dubbing station hours change each quarter based on Staff availability. Check the [dubbing hours](#) schedule for the current times for appointments.

The dubbing station is located in [WLH 2156](#).

### **MEDIA:**

The requestor may provide CDR recording media or CDR media can be purchased for \$ .50 per disc. There is no labor charge for this service

### **MASTER'S THESIS AND PH.D. DISSERTATION DOCUMENTS:**

Refer to the Document Audio Guidelines for the specific requirements and Master's and Ph.D.-DMA Sample v2.doc for a sample document.

### **Where is WLH 2156?**

WLH 2156 is in Warren Lecture Hall on the Warren Campus. Follow the Warren Mall East to the Literature Building. Turn right into the courtyard between the Literature Building and Warren Lecture Hall. On your right, are double glass doors with "Music Department" on the window. Enter the lobby. WLH 2156 is the first door on your right through the double doors on your left.