Instructions

For Music Department graduates submitting audio tape recordings as part of a thesis or dissertation, two copies of the recording must be presented to the University Archives in addition to the two copies of the written portion of the work.

If one copy of the tape recording is already included in the Music Department Tape Archive (housed in the Music Library), then the graduate can consider this one of the two copies required for submission. However, the graduate must complete this form have it signed by the Music Library staff and present the form in lieu of one copy of the tape. THE GRADUATE MUST STILL PRESENT ONE COMPLETE COPY OF THE TAPE TO THE UNIVERSITY ARCHIVES IN ADDITION TO THIS FORM.

Tapes presented to the University Archives must be either beta PCM or if reel-to-reel, on Scotch 207 or better 1/4” tape, 7” reels, 7 1/2 ips, two-track stereo, and wound tails out. The tapes must be labeled with the name of the graduate, title(s) of the work(s), total playing time, and number of reels. Cassette or DAT recordings NOT acceptable.

The University Archives are located in the Department of Special Collections (in the University Library complex).

NAME OF GRADUATE ________________________________________

TITLE(S) OF WORK(S) _______________________________________

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VERIFICATION BY MUSIC LIBRARY STAFF:

I CERTIFY THAT A TAPE RECORDING OF THE ABOVE WORK(S),
SUBMITTED AS PART OF THE ABOVE GRADUATE’S THESIS OR
DISSERTATION, IS HOUSED IN THE MUSIC LIBRARY IN ACCEPTABLE FORM.

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(signature of Music Library staff member) (date)