Concert Recording and Dubbing Policy

September 2004

Tape duplicate copies of concerts performed by the faculty and students of UCSD are available for educational use only by the performers, composers and faculty involved in the event pursuit 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 on our database. You can access this database through the intranet (http://music-intranet.ucsd.edu).

**FORMAT and ARCHIVING:** The events are Mastered on DAT. They are housed in Warren Studios until July 1st following the academic year and then transferred to the Music Library for archival storage.

**TAPE DUPLICATION:** 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 form found on our webpage, #5. Request Forms: Dubbing Request. At the bottom of the form you will find the link to the database. The requester provides all tape media. A CD, DAT and 2 cassette tapes can be duplicated simultaneously. The requesters must do the duplication themselves and be present during the duplication process; a technician will assist in the set-up, calibration and basic operation of the equipment on the first visit. There is no charge for this service.

**Dubbing information**

**Procedure:**
To schedule an appointment fill out the form found on our webpage http://music-intranet.ucsd.edu, #5. Request Forms: Dubbing Request. At the bottom of the form you will find the link to the database. You should shortly receive an email confirmation of your appointment time within a day or two.

**Hours and location:**
The dubbing station hours change each quarter based on Staff availability.
The dubbing station is located in WLH 2156.

**Media:**
The dubbing station has the capacity to make CD, DAT, and cassette dubs. You must provide your own media, and make the dub yourself. (Help is available if needed.) We do have media available for purchase at the time of the session.
CD:
The type of blank CD required for the burner in the dubbing station is one specifically designed for audio. The logo on the blank CD must read "digital audio recordable". (Other blank CDR's, such as those used in computer burners, read only "compact disc recordable".) The UCSD bookstore does not sell these CD's; they are available at many electronic and music stores, such as Frye's or Tower Records. Both 74 minute and 80-minute discs can be used.

Example: blank CDR specified for audio recording.
The logo in the bottom left corner will read "digital audio recordable".

DAT:
Be sure to use an audio DAT rather than a data DAT for making dubs of recordings.

Example: digital audio tapes (DAT).
Cassettes:
For best results, use chrome or metal tape.

Example: type II blank cassette.

Media is available for purchase at Warren:

Open reel stock can be purchased at local Audio-Video supply houses - Advance Recording Products 858-277-2540 or Audio-Video supply 858-565-1101 or purchased at Warren Music Center Studios.

Audio supplies available for purchase from Warren Music Center Studios.

Audio Cassette Tape

CR02 (90 Minute) $ 2.00
METAL (100 Minute) $ 2.00
Digital Audio Tape (124 Minute) $ 8.00
MUSIC CDR (80 Minute) $ 2.00

Graduate Tape Submission Package:
Quanlity 456-1764 1 C 1/4", 2500', pancake, Two 7 1/2" reels, Two White boxes (This will support two thirty minute programs). $25.00