

## MUSIC MATERIALS POLICY

---

### **POLICY STATEMENT**

---

LPs (Vinyl Recordings) and DATS (Digital Audio Tapes) are housed in the Instructional Resources Center, Room 119 on the first floor of Roberts-LaForge Library and are accessible by request at the IRC circulation desk. All materials may be accessed on the library's online catalog. Students may only use LPs and DATS in the IRC. DSU faculty may check out LPs for the semester and DATS for 7 days (renewable twice).

Musical scores are located in the stacks in the IRC. Circulating materials may be checked out by DSU students, faculty, and staff. The loan period is 7 days, renewable twice. Non-circulating materials—Reference books, fragile scores, and complete works—may only be used in the IRC.

---

### **PROCEDURES AND RESPONSIBILITIES**

---

Patrons wanting to use LPs and DATS must request access from an IRC staff member at the IRC circulation desk. Faculty members with a current DSU ID may check out LPs (semester) and DATS (7 days).

DSU students, faculty, and staff may present a valid ID at the IRC circulation desk to check out any of the circulating music scores for 7 days, renewable twice. Faculty may be allowed to check out the non-circulating scores in consultation with the IRC Librarian on a case-by-case basis.

---

### **RELATED INFORMATION**

---

Turntables, audio-tape, CD, and DAT players as well as head phones are available in the IRC to listen to the LPs, DATs, CDs, and cassette tapes.

Two (2) listening rooms are also available for small groups.

Equipment is available for dubbing LPs, DATs and audio-tapes to cassette tapes. There is no cost to use the dubbing equipment but patrons are expected to supply the blank cassette tapes.