



Royal Conservatoire *of* Scotland

Recording and streaming policy

Document revision history

Version No.	Version Date	Prepared By	Approved By	Summary
1.0		M. Iorwerth & O.Dash		Recording and streaming policy

Introduction

The aim of this policy is to ensure that recording and streaming that takes place at the RCS is done lawfully and equitably. The RCS seeks to promote and facilitate the proper and extensive use of the available recording facilities in the interests of learning, teaching, research and commercial use. It is the responsibility of everyone who uses the recording and streaming facilities to know these guidelines and conduct their activities accordingly.

Scope

The policy covers recording on RCS premises, including Studios A, B and C, the Stevenson Hall, the Ledger Room, and AGOS, as well as any other areas that are used for recording or streaming. It covers recording and streaming using studio facilities and the fixed camera systems in performance venues, as well as any other RCS or personal recording or streaming technology. This policy applies to all students, employees, contractors, consultants, temporaries and other members of staff at RCS. This policy should be interpreted so as to encompass new and developing technologies and uses, which may not be explicitly referred to in the policy.

This policy should be read in conjunction with the [RCS Copyright Policy](#) and [Rights and Licences associated with RCS online music](#).

Copyright responsibilities

Copyright clearances and any fees charged by publishers are the responsibility of the person commissioning the recording or streaming. In the case of the recording studios, this will usually be the student who makes the booking. For recording of public performances, this will be the responsibility of the staff member who requests the recording. For recording and streaming of private performances (including classes and workshops), this will be the responsibility of the member of staff in charge of the class or performance. Where students record their own private practice of copyright work in any RCS venue, this will be the responsibility of the student.

Permissions must be in place for the intended use of the recording or streaming, before the recording takes place. Recordings can only be used within the scope of the original licence. Any further use, other than that stated in the original permissions would require further licencing. The process of obtaining permission can take up to six weeks. Evidence of these permissions must be retained by the person requesting the recording.

Ad hoc recordings and streaming, without prior consideration of copyright are strictly prohibited. This includes recording and streaming in studio sessions, public performances and private performances (including classes and workshops), using either RCS or personal recording equipment.

Studio A recordings

Students

Recording studio A is available for student bookings, Monday to Friday, 9am – 5pm during term times, and is run by the studio recording engineer. Studio sessions are run in a supportive but professional manner, and are an opportunity for students to gain experience in the recording

environment. The recordings are available for students to use for assessments and auditions, and to document their work, subject to appropriate copyright permissions being in place prior to the session.

Bookings

Bookings should be made through the Recording Request Form. Please note that appropriate copyright permissions must be in place at the time of the booking, and this is the responsibility of the student booking the session.

Quotas

Students from the School of Music and Musical Theatre students are provided a quota of studio time each year. This will be administered by the studio recording engineer. Studio time is allocated on a first-come, first-served basis and therefore students should plan ahead to make the most of their quota. Quotas cannot be carried over from one year to the next.

The quota system does not guarantee that you will be able to use all your studio time, because it assumes that the studio will be booked for most of the available time. If the studio remains empty at the start of the year, for example, there will be insufficient hours later in the year to satisfy everyone's budget. Book early.

The quotas are as follows (per academic year):

- Undergraduate year 1: 1 hour
- Undergraduate year 2: 1 hour
- Undergraduate year 3: 3 hours
- Undergraduate year 4: 4 hours
- Taught postgraduate year 1: 4 hours
- Taught postgraduate year 2: 5 hours

DPerf and PhD students may negotiate studio time with the recording studio engineer.

Time is required during the session for placing microphones and achieving the desired sound. Recording times may be variable, depending on the complexity of the music and recording set-up, the preparedness of the musicians, and whether the recording is due to be edited or not. For example, you can expect to record around:

- 30 minutes of music in an hour-long session of unedited solo repertoire;
- 20 minutes of music in an hour-long session of edited solo repertoire;
- 15-25 minutes of music in an hour-long session of multitrack ensemble music.

You should work together with the recording engineer to manage your time in the studio. The studio is particularly busy around assessment times.

Holiday bookings

Holiday bookings are subject to the recording engineer's and studio availability. Summer holiday bookings are available for postgraduate students only.

Cancellation

Recording sessions require preparation time, before the musicians arrive at the studio. Depending on the instrumentation and the recording approach, this time can be significant.

If a student needs to cancel a booked recording session, they must give at least 1 working day's notice (e.g. if the studio is booked for 2pm on a Friday, they must cancel by 2pm on the Thursday, and if the studio is booked for 10am on a Monday, they must cancel by 10am on the Friday). This is to allow the studio recording engineer to reallocate the time.

If a student gives less than 1 working day's notice, then they will lose the booked time from their quota of studio time. If a student cancels for a second time with less than 1 working day's notice, the remainder of their recording quota for the academic year will normally be cancelled.

Commercial use

Recording studio A may be available to students for commercial use (i.e., to make recordings for financial gain). There will be a charge for this service, and enquiries should be directed to recordingstudioa@rcs.ac.uk

Access to recordings

Recordings will be made available after the recording session within the timescale discussed at the session (this depends on the amount of editing required). Recordings will be made available either through Planet [eStream](#) or OneDrive, depending on the intended use of the recording.

Recordings will be retained for the current academic year, after which they will be moved to the RCS archive or deleted. It is the student's responsibility to download and save any recordings for public or commercial use within the timeframe discussed with the studio recording engineer. Recordings for personal use will not be available to download, but will be accessible for listening via username and password.

Staff

Recording studio A may be available to staff for commercial use (i.e., to make recordings for financial gain). There will be a charge for this service, and enquiries should be directed to recordingstudioa@rcs.ac.uk. Student bookings will take priority.

Public performances

Performances of copyright works that include a public audience must not be recorded in any way (audio or video) without prior copyright permissions in place. This includes by staff or students, using RCS or personal equipment, including the output of live mixing desks.

Fixed recording systems

There are fixed microphone systems in the Stevenson Hall and Ledger Room that can be used to record concerts. Requests can be made by staff and students to have audio-only recordings made of concerts in these venues, providing they are requested two weeks in advance and all copyright permissions are in place. Copyright permissions are the responsibility of the person requesting the recording.

The fixed camera systems must not be used by students to record public concerts under any circumstances.

Recording engineer

The studio recording engineer may record public performances in RCS venues, subject to other commitments, using more specialised microphone techniques than the fixed set up. The concerts that are recorded in this way will be mutually decided between artistic planning and

the recording engineer, in advance of the academic year. Artistic planning will be responsible for copyright clearance and allowing time for microphone set up and a sound check.

Private performances (including classes and workshops)

Fixed recording systems

There are fixed camera systems in the Stevenson Hall and Ledger Room that can be used by students and staff with appropriate training for video recording of private performances (including classes and workshops).

There is a copyright exception for recordings made of performances that are only attended by staff and students of the RCS. Works may be recorded for later viewing by staff and students, but all recordings must be held securely and only accessible via username and password (i.e., via the VLE or Planet eStream). Recordings should only be kept for as long as necessary.

The student or staff member who makes the recording is responsible for ensuring that the recording is stored according to the above arrangements and deleted when necessary.

Archiving of recordings

Audio and video master recordings of student compositions from Studio A (subject to the composer's permission) and public performances will be handed over to the RCS archive at the end of each academic year.

The recording studio engineer will include appropriate metadata. For public performances this will include the date of the performance and the name of the concert. For studio recordings this will include the date of the recording, the name of the student, and programme details.

Studio recordings in the archive will be only accessible to the student who was recorded, and written permission will be required from the student for any public access.

Recording of examinations

The Conservatoire audio records all end-of-session public recital examinations by BMus 3, 4 and MMus/MA students (only), where these recitals take place in the Conservatoire's public venues (Stevenson Hall, Ledger Room, AGOS studio) and the Centre for Contemporary Arts (CCA, for Traditional Music students).

No other recording or live streaming is allowed – students and members of the public are not allowed to make recordings or live stream during public examinations.

Students may request a copy of the recording by using the Recording Request Form.

Recording request forms

There is [one form](#) for requesting recordings of concerts, exams, and for booking studio A.