

Commercial Music Acquisitions Policy

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| Content Authority | Intake and Media Manager (Steve Jupe) |
| Contact details | Steve Jupe |
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Introduction

This policy is written in accordance with the policy framework approved by the Digital Media initiative (DMI) and in consultation with key business stakeholders.

Policies that govern the capture, management, preservation and access of media assets and metadata are required in order to support the Digital media initiative.

This policy defines the BBC's business requirements for acquiring, managing and retaining Commercial music.

Policy Drivers

To maintain a collection of Commercial music representative of the business needs of the BBC.

To make the collection widely available throughout the BBC for all additional internal purposes.

To establish consistent business information and business processes, which will assist in delivery of the most cost efficient pan BBC services.

Policy Statements

The following policy statements have been agreed with the key stakeholders based on high level business requirements.

Business areas that submit material to the archive will abide by these agreed statements. Both the archive and submitting business areas will ensure that their current and future business processes are designed to support compliance of this policy
The agreed functions will be applied at the most effective point in the BBC business process.

These statements form the foundation for standards and guidelines which will support and specify the practical application of this policy

It has been agreed that:

Acquisitions

There will be a standardised acquisition mechanism to ensure that commercial music collection reflects the breadth of BBC users' requirements.

Format

Information and Archives will endeavour to acquire commercial recordings on the most appropriate format for the BBC users' needs.

Selection

Selection Criteria are necessary to identify material for acquisition into the BBC archive. These will include:

- Categories of material to be selected which will form part of the formal BBC archive and will support current and future use as well as any historical requirements.
- The reasoning and authorisation behind these decisions.

Retention and Disposal

Commercial music collection will be reviewed whenever necessary. Information and Archives, in consultation with BBC departments which use the collection, will decide how long the material is kept.

Retention and disposal schedules are required which will include:

- Categories of material which have to be retained and the agreed categories of material which will be disposed of.
- Timescales required for the retention and disposal of material.
- The reasoning behind and authorisation for these decisions.

Metadata

There will be a mandatory minimum metadata set for all recordings acquired for inclusion into the BBC archive. This reference data will be made available to the wider BBC via a system administered by Information & Archives.

Access

An appropriate environment will be established around the usage of Commercial recordings contained in the BBC archive which will allow the collection to be as widely available as possible, while clearly identifying the copyright and reuse responsibilities of the user.

Benefits and Measures

In order for this policy to be effective, the following standards and guidelines have been identified and need to be formalised

A minimum metadata set

Product entry level which includes:

Title

Composer/Performer

Label

Record number

Mode – eg Mono/Stereo

Format CD

No of Discs

Selection criteria

Acquisition of material to meet BBC requirements is made using any one, or a combination, of the following selection criteria:

- **Chart position** -all Top 40 recordings are acquired.
 - **Singles** - Minimum of 5 copies acquired – 3 for BH, 2 for Bush
 - **Albums** – Minimum of 5 of top 10, 2-4 of rest of Top 75 based on popularity of artist(s).
- Film scores & soundtracks – UK issues
- Compilations – eg Now compilations – minimum of 8
- User led selection eg on customer request by programmes such as CD Review.
- Acquisitions, Research and cataloguing recommendations based on:
- Artist or performers of significance-past form, popularity and anticipated demand, are taken into consideration
- Work of significance-new composition, rarely performed work, new edition, etc.
- Style/Genre - to reflect the range of the BBC's output
- Performance of significance - i.e. classic recordings of major repertoire or use of period, or authentic, or ethnic instruments and techniques for early classical music and world music.
- BBC commercial recordings
- Publishers Library Music (Mood Music)

Retention and disposal schedules

The disposal of duplicate copies is part of the management of the collection. Reports will be run from Infax annually or as required to identify duplicate copies of less frequently used stock for weeding.

No recordings (as opposed to copies) will be removed from the collection without consultation with users.

Appropriate access and restriction information

- Recordings should be available to all legitimate users
- Some recordings may be held under restricted access conditions but reasons should be given/available to users.
- Copies will not be added to stock if not permitted under copyright restrictions

Users are ultimately responsible for ensuring the recordings they use are cleared for broadcast

Process enabling I&A to be offered material which has been acquired by other BBC departments and which is no longer needed by them

- I&A will accept material if it does not currently exist in the collection, but will be useful for the collection and fits into the selection criteria above.
- If we need duplicate copies or to replace old/well-used copies.

Sign offs and Responsibilities for compliance escalation

This policy has been approved and agreed by representatives from Information and Archives and from major users of the collection: R1, R2, R3, 1Xtra, Radio Drama, TV Drama and DEC.

The responsibilities attached to this sign-off are:

Enforcing the policy

Supporting its aims and objectives

Driving through business changes required to implement it

Raising awareness of the policy to relevant parties



Review Procedure

Terms of review:

This policy will be reviewed after an agreed period of time or when there are significant Changes to business requirements or operational procedures

