

UW Music Library Guidelines for Thesis and Recital CDs

Audio compact discs accompanying theses and dissertations and from School of Music concerts should be produced to a standard to insure their longevity. Below are guidelines for submitting any audio CDs:

- Audio CDs must be produced by the “disc at once” method, at a burn speed suitable to minimize digital errors, on pthalocyanine archival discs (Mitsui Gold or MAM Gold). These can be obtained from the School of Music, for a fee, from Gary Louie, Music Rm. 32.
- Each movement of a composition must be on a separate track, with 2 seconds of silence in between, unless not musically appropriate. A track mark should still separate such movements.
- Do NOT place adhesive labels on the compact discs. The Listening Center will mark the CDs for identification.
- The Library repackages all of the compact discs; cover art is not retained.
- Technical questions may be addressed to the School of Music technician, Gary Louie (206-543-1218, louie@uw.edu).

Concert CDs:

- Submit a copy of the program with the compact disc. Mark the tracks on the program. Please note any changes from the printed program and add composer and full titles of all encores.
- Compact discs submitted to the library will be analyzed for error rates and returned to the student if they do not conform to test standards for correctable errors.
- Submit your concert CD and program to a Listening Center librarian.

Theses and dissertation accompanying CDs:

- Submit a list of the tracks and corresponding compositions (composer and full title).
- The accompanying CD must be verified at least seven days **before** your final thesis defense. Please see Gary Louie for CD verification. If the CD is compliant, a signed statement (on reverse of this page) will be issued.

UW Music Library CD Compliance Verification Form

Name: _____

Email: _____

Date: _____

Analysis results:

Signed: _____ Date: _____