

## **Mearns FM**

### **Music Database Management**

#### **Adding music to the library**

##### **Purpose**

Mearns FM has a large music database which presenters have at their disposal, however in order to keep the playlist fresh and allow presenters access to as many tracks as possible we can allow members and presenters to add tracks to the library.

This has to be carefully managed to ensure we comply with copyright legislation and the terms of our PRS and other music licences.

This document sets out the procedure to be followed when adding new music to the library. It does not apply to music in individual presenters "Show" folders. These folders remain the responsibility of the individual presenter.

##### **Procedure**

The basics:

- You can add single tracks or full albums
- They should adhere to Mearns FM music policy i.e. not contain any foul or offensive language. (*see policy MDM X.XX*)
- They should be in a format that is recognised by ZaraRadio.

##### ***An important point***

**Any tracks that are added to the library will be tagged<sup>1</sup> with the name of the person who has requested them to be added. By providing Mearns FM with music the presenter/member is confirming that they hold a legal copy of the original music (in whatever format) and that they are responsible for providing proof of this should any query arise, and are the liable party should any subsequent action be required.**

#### **1.0 Preparation**

- 1.1 If your music is in physical format i.e. a CD, you should rip<sup>2</sup> the tracks to a digital format, preferably MP3 at a bitrate of 320kbps. If it is in any other format it may not be recognised by ZaraRadio, however there are plenty of free audio converters available on the internet that would convert the tracks to mp3.
- 1.2 If your track is already in a digital format e.g. WAV, OGG, FLAC, please convert them to mp3.

- 1.3 If you are unsure how to convert or don't know which program to use please contact the scheduling team. {insert email address here}
- 1.4 Mp3 tracks with a bitrate lower than 192kbps should not be added to the library. Most legal mp3 downloads will have a bitrate higher than this, however some free downloads such as those offered by unsigned artists may be at a lower bitrate. Please consult a member of the scheduling team in these cases.

## **2.0 Transferring tracks**

- 2.1 Email the scheduling team with a list of the music you are adding to the library.
- 2.2 Copy the music to the folder **@NEW MUSIC** which has been set up on the studio network.

## **3.0 Music Management**

- 3.1 The scheduling team will review the tracks that have been added. They will be tagged with the name of the presenter/member who added the tracks using {mp3 tag program}.
- 3.2 A list of new tracks will be passed to the communications team for inclusion in the monthly email newsletter.
- 3.3 The tracks will remain in the @NEW MUSIC folder for 2 months. Thereafter they will be moved by the scheduling team to the appropriate folder in the library e.g. for "NOW That's What I Call Music" compilations this will be moved to the @Compilations folder.
- 3.4 If any contributor leaves Mearns FM (and ceases to be a member) their music will be deleted from the library.

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Approved by:

Date:

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<sup>1</sup> Tagging is the process of electronically marking a file with further information. In the case of audio files this could include genre, year of production, and in the case of this procedure the name of the copyright holder. Information from tags do not usually appear in the file name and can only be accessed with media player software or other tagging programs.

<sup>2</sup> Ripping is the process of extracting tracks from CDs and converting them to a non-physical digital format e.g. mp3.