

Appendix D – Guidelines for Selection of MBRS Material

Guidelines for Selection of MBRS Material

MBRS has existing guidelines to select deposits for the collection. RC staff should apply these guidelines to determine whether the deposit should be acquired for the collection. If RC staff is unable to make a selection decision using these guidelines, staff should set aside material for review by a SO.

1. Does the deposit look published? [regardless of whether the remitter stated so on the application.]
2. Does the songwriter have an affiliation with a major publisher (i.e., BMI)?
3. Have you heard of the songwriter?
4. Is the deposit topical?

If the answer to any of questions one through four is yes, select the material and forward it to MBRS. If the answers to questions one through four are all no, do not select the material and forward it to DCSU.

5. Is the deposit Law?
 - If constitutional or copyright Law, select deposit and forward to MBRS
 - For all other Law material, forward to DCSU
6. If CO staff cannot determine the selection decision, staff should defer the work to the SO.
7. If the work is a production library music staff should retain only one copy. Production library music is pre-recorded music cues, that producers use in motion picture, video, and audio-visual productions, instead of hiring a composer, performers or studio. For all other music deposits, acquire two copies.
8. If material does not meet any of the criteria above, mark deposit “do not acquire” and send to DCSU.