Recording & Audio Visual Services

This policy is of relevance to students and staff

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Approved by	Operations Board
Written by	Recording and AV Department

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Changes made
1. New members of team
2. Removal of fines to loan stock
3. Defining the role of the department
4. Extended hours of operation
5. Updated facilities
6. Updated equipment in the recording studio
7. Updated list of rooms that can be used for recording
8. Updated processes to request event recording and equipment
9. Updated information about recording Final Recitals
10. Information about Guildhall Stream
11. Guildhall Stream deletion policy

Contents

Policy Guidelines

The Recording and AV Team

1.1　The Recording and AV Department comprises:

- Julian Hepple (Head of Recording and AV)

- Dylan Bate (Broadcast Manager)

- Sam Ziajka (Systems and Networks Manager)

- Chloe Hesar (Recording and AV / Guildhall Stream Administrator)

- Mark Rainbow (Recording and AV Technician)

- Isobel Jewell (Recording and AV Technician)

- John Duckett (Recording and AV Technician)

- Two Recording and AV Interns (on a one-year placement from the University of Surrey's Tonmeister Course)

1.2　Contact details for the department:

- Email – av@gsmd.ac.uk (preferred)

- Phone – 020 7382 7189

- In person – Recording & AV Office, 223 near the Student Common Room in Silk Street

1.3　Our department's role is to provide recording services (both audio and video, live and in the studio), live sound for performances, and Recording & AV support for teaching and learning.

Event Recording (including Final Recitals)

2.1   We record (audio and video) all performances in the Music Hall, LRR, Silk Street Theatre, Milton Court Concert Hall, Milton Court Theatre & Milton Court Studio Theatre as published in the events diary, with the exception of masterclasses where permission must be obtained from the person giving the masterclass. We record (audio and video) all end of programme final recitals. If there is any doubt as to whether we have been made aware of a performance that should be recorded, please check with us; we will almost always be able to arrange this. Copies of events and recitals are available for study and analysis purposes, and for submission as audition recordings for funding and competitions. More information can be found here:

https://www.gsmd.ac.uk/fileadmin/user_upload/Registry/2020-21/Policies/Music_Recording_Policy_May_2019.pdf

2.2   To request a recording please complete the Recording Request Form, (available on the Guildhall Stream homepage or MyGuildhall) or come and speak to us in person with the details of the event.

2.3   We can produce a recording from our Performance Venues, which can be booked with the Music Office in the usual way, or we can lend out simple portable recorders for self-operated recording. Rooms B6, B7, B8, 147, 148, 208, 209, 210, 250, 251, 252, LRR and Sundial Court TR2 house self-operated audio and video recording systems. To learn more about how to use the self-operated systems, please watch the video guide on Guildhall Stream, or contact av@gsmd.ac.uk.

Recording Studio

3.1   We have a state-of-the-art, hybrid analogue and digital recording studio in B02. We offer recording sessions in the studio, which are always accompanied by a sound engineer. The studio can be used for several purposes, such as personal development, applying for funding and competition entries. The recording studio is also used for workshops, radio drama and the recording of student compositions and arrangements. Staff can book time for these activities as far in advance as they wish.

3.2   The studio is equipped with a Steinway B piano, a Gretsch drum kit, a Solid State Logic Origin recording console, a vintage Neve Console, most industry-standard digital audio workstations and a wide selection of industry-standard microphones). Video (up to 4 cameras) can also be recorded in the studio.

3.3   To book the studio, please look for a free recording session slot on ASIMUT (room B02). Available slots are shown in yellow. Sessions are Mon - Fri either 10:30-13:00 or 14:30-17:00. Then, you will need to fill out the Studio Booking Form which is available on the Guildhall Stream homepage or on MyGuildhall. Requests for Studio bookings must be made at least two weeks in advance, but we advise booking early to avoid disappointment.

3.4   Our fair usage policy maintains that 50% of all recording artistes in a session should be current, enrolled students at the school. Students should be aware that on occasion, we might need to move their session to accommodate academic teaching. For projects requiring more than one session, please contact AV to discuss the scope of your endeavours before submitting a request form.

3.5   The department can support with editing & postproduction.

Live sound - Silk Street

4.1 Silk Street Music Hall is equipped with a 32-channel Yamaha mixing console, Meyer active loudspeakers and up to four on stage monitors for amplification of performances. Any performance requiring use of this system will require one of our engineers without exception, please contact us with details of any events that may require amplification with at least 1 months' notice in order to allocate an engineer to it. Amplified performances will require considerable setup time; the actual time depends on the complexity of the event. Please bear this in mind when scheduling anything involving amplification and consult Recording & AV and room booking to ensure adequate setup time and sound check time is available, as well as pack down time after the event. For live sound in Milton Court, please consult Performance Venues in the first instance.

4.2 The LRR is equipped with a self-operated sound system. If you need assistance with this, please contact the department in good time. For events with more involved requirements, please contact Recording & AV

4.3 For live sound in Silk Street Theatre, consult Performance Venues in the first instance.

Working Hours

5.1 Our department is currently staffed to provide Recording & AV services from 8.30am to 6.30pm Monday to Friday. Our department administrator, Chloe, is normally available in the office between the hours of 9am-5pm.

5.2 If academic work requires Recording and AV staff outside the above times, services need to be specifically requested. At least one month's notice is required to enable planning of work schedules outside these hours. This excludes Events Guide work, which is always organised in advance separately. We normally cannot provide staff outside of working hours for student-only endeavours. However, if your case is unique, please send us an email and we will discuss whether this is possible.

Permanent installations

6.1 Self-record & playback systems are currently installed in LRR, 208, 209, 210, 250, 251 and 252. These systems are identical. Information and guidance for operation can be found on our intranet page, and we are more than happy to provide training in these rooms. A full inventory of available facilities can be found in Appendix 1.

6.2 Similar self-recording & playback systems are also available in 147, 148, MC RR2, B6, B7, B8 and Sundial TR2. These differ slightly to the above systems. Information and guidance for operation can be found on our intranet page, and we are more than happy to provide training in these rooms. A full inventory of available facilities can be found in Appendix 1.

6.3 Audio and video playback systems are currently installed in, B3, G26, G39, G41, 136, 140, 143, 233, 234, 235, 236, Milton Court RRI, MC RR3, MC TR1 and MC TR2. If possible, these rooms should be allocated for activities requiring these facilities, as the quality of presentation will be significantly improved and reduces any setup time.

A full inventory of available facilities can be found in Appendix 1.

6.4 Any problems with these systems such as damage or missing cables should be reported to Recording & AV so that we can rectify things as soon as possible.

Recording & AV support and equipment

7.1 The department holds a stock of portable AV equipment to support teaching, learning and performance. Please contact the department with details of your project and we can discuss what is available to give you the best results. Equipment includes projectors, screens, audio playback systems, portable PA systems, video cameras, audio recorders, microphones and cables.

7.2 If you are teaching in a room without installed facilities, and are unable to access a room with installed facilities we may be able to supply and set up portable equipment. We will do our best to make sure you have the best possible experience, however, please note that equipment is booked on a first come, first serve basis. An overview of what portable equipment

is available in Appendix 2.

7.3　The room must be booked for half an hour before and after the class/event. If this set-up time is not possible, the lecturer/presenter should be advised to allow at least 15 minutes for the setup to be done at the start of the class/event.

7.4　If the class/event finishes within working hours, the Recording & AV department will pack down and collect the equipment at the end of the session. If the event finishes outside of these hours or the room is unavailable for immediate pack down, the department will agree a time to pack down the equipment. Please contact the appropriate department administrators to ensure that this setup will not interfere with later bookings.

7.5　The Music Stage Manager has amplifiers and cables suitable for rehearsals and small-scale performances, which can be booked directly with them in the percussion store.

7.6　Laptops and computer support should be requested via IT. To request a laptop please contact them directly at barbicanguildhallschool@service-now.com and they will get back to you. If internet access is required in connection with a class or event please consult IT regarding wireless or wired availability.

7.7　Technical support for non-teaching events in Milton Court is provided by Performance Venues.

7.8　The department can provide help and guidance for creating teaching content, if you require assistance please contact the department and we would be more than happy to discuss your project.

7.9　The department carries stock of portable audio and video recorders, as well as PA systems that are available to staff and students for personal practice or to help with studies. We allow students to borrow equipment for a maximum of four working days and longer for staff if they require. An Equipment Booking Form is available on the Guildhall Stream homepage or MyGuildhall.

7.10　Portable video and audio recorders are supplied with all necessary accessories and software for uploading files to the user's own computer if

desired. We have a how to use guide on Guildhall Stream, and can help with transferring the material to other media if required. These items should be booked out by using the Equipment Booking Form on the Guildhall Stream homepage or MyGuildhall.

7.11   When filling in the form, you must enter a return date. To return equipment, you must put it in the drop-box outside the AV office. If the equipment is too large, you must knock on the office door and give it to a team member, or if it is out-of-hours, you must leave it with a member of Facilities at the Front Desk.

7.12   Items taken out under your student number are your responsibility. Please do NOT borrow items for anyone else. If you have reason to believe someone is falsely booking/requesting equipment in your name please contact us immediately.

7.13   If you do not return your item at the agreed date, you will receive a reminder email. If you do not return it after the reminder email without valid reason, further action will be taken. You may need to pay for a replacement.

Guildhall Stream

8.1   Guildhall Stream is the Guildhall School's online video library. Every current student and staff member has their own Stream account where they can upload digital content and view school-coached performance activity. Guildhall Stream can also be used to watch live broadcasts and to edit videos.

8.2   Guildhall Stream is a secure system, where administrators can offer granular control over permission functions on a case-by-case basis. If you would like more information on how privacy settings work, please see our document [‘Understanding Publishing Policies, Schemas and Private Videos on Guildhall Stream’](#).

Guildhall Stream Deletion Policy

9.1   The primary purpose of digital content on Guildhall Stream is for staff and student review for educational and assessment purposes. Digital assets on Guildhall Stream are retained and used for varying lengths of time depending on the nature of their content and educational functionality. Private content uploaded by students can be deleted by students at any point during their studies and is

deleted by the Recording and AV Department two years after the student is no longer an active member of the institution. Recordings of performance activity of which the IP belongs to the institution will be kept and exploited in perpetuity. Guildhall Stream is fully GDPR compliant and further information about deletion and performer rights can be found on the GSMD General Privacy Notice which can be read here:

https://www.gsmd.ac.uk/fileadmin/user_upload/files/Policies_and_Reports/GDPR/PNGS18_School_overarching.pdf

9.2   Private content is defined as anything that is uploaded by an individual not a department and falls under the Staff Private or Student Private publishing policy. This can be deleted at any point by the owner.

9.3   If you have any concerns over the nature of any content that has been uploaded, please contact the Recording & AV Department immediately.

9.4   Once a piece of content is deleted from Guildhall Stream, it is permanently deleted and no longer retrievable.

9.5   Generally, we keep student uploads two academic years after a student has graduated in case they require a piece of content at a later date. More information about what purpose they might need it for is outlined in 9.1.

9.6   Entrance audition videos are deleted after the audition process has been completed.

Stream and Data Protection Policy

10.1   We believe that the Recording & AV Department's Stream Deletion Policy is in line with The City of London's Data Protection Policy. The Guildhall School of Music & Drama is a department of the City of London Corporation. The management of data is informed by the City of London Corporation's Data Protection Policy which can be read here:

https://www.cityoflondon.gov.uk/assets/About-us/data-protection-policy.pdf

10.2   Permissions to record within the Guildhall School of Music & Drama are covered in the school's privacy notice, which can be found here:

https://www.gsmd.ac.uk/fileadmin/user_upload/files/Policies_and_Reports/GDPR

/Accessible/PNGS18.1_School_overarching.pdf

Music Recording Policy

11.1   The school's Music Recording Policy has further information that you may find useful. A link to the school's Music Recording Policy can be found here:

https://www.gsmd.ac.uk/fileadmin/user_upload/Registry/2020-21/Policies/Music_Recording_Policy_May_2019.pdf

Appendix 1 – Self-Operated Installed Facilities

Room	Display	Sound Playback	Self-Recording Video	Self-Recording Audio	Zoom/Teams enabled PC
SS B03	55" Display with HDMI and VGA Input	HiFi with CD player and Minijack			
SS B06, B07, B08	55" Display with HDMI and VGA Input	Mixing Desk with CD Player and Minijack		Stereo USB Drive Recording Multitrack Computer Recording	
SS B12, B14, B15, JHA A41, A42		HiFi with CD Player and Minijack			
SS B16, LG4, LG6, G39, G41, 140, 143, 234, 235, 236, Sundial Meeting Room, JHA A18, A19, A23, A25, A43	55" Display with HDMI VGA Input	HiFi with CD player and Minijack			
SS 147	32" Display with HDMI and VGA	Mixing Desk with CD Player and Minijack	USB Drive Video Recording	Stereo USB Drive Recording Multitrack Computer Recording	
SS 148	65" All in One PC with HDMI and VGA Input	Mixing Desk with CD Player and Minijack	USB Drive Video Recording	Stereo USB Drive Recording Multitrack	Yes

Room	Display	Sound Playback	Self-Recording Video	Self-Recording Audio	Zoom/Teams enabled PC
				Computer Recording	
SS 208, 209, 210, 250, 251, 252	55" Display with HDMI and VGA Input	Mixing Desk with CD Player and Minijack	USB Drive Video Recording	Stereo USB Drive Recording Multitrack Computer Recording	Yes
SS LRR	Projector and Screen with HDMI and VGA Input	Mixing Desk with CD Player and Minijack	USB Drive Video Recording	Stereo USB Drive Recording Multitrack Computer Recording	
MC RR1	Performance Venues Operated Projector	Mixing Desk with CD Player and Minijack			
MC RR2	65" All in One PC with HDMI and VGA Input	Mixing Desk with CD Player and Minijack		Stereo USB Drive Recording Multitrack Computer Recording	Yes
MC RR3	Projector with HDMI and VGA Input	Mixing Desk with CD Player and Minijack			
MC TR2/TR3/Seminar Room/Gym	Projector with HDMI and VGA Input	HiFi with CD Player and Minijack			

Room	Display	Sound Playback	Self-Recording Video	Self-Recording Audio	Zoom/Teams enabled PC
Sundial TR2	55" Display with HDMI and VGA Input	Mixing Desk with CD Player and Minijack	USB Computer Video Recording	Stereo USB Drive Recording Multitrack Computer Recording	Yes

Appendix 2 – Portable Equipment

- HD Compact Video Recorders
- Stereo Audio Recorders
- Display Screens
- Projectors
- HiFi Systems inc. Minijack and CD Player
- Compact PA Systems
- Headphones
- Vocal Microphones – SM58 or similar
- Condenser Microphones – Røde NT-1 or similar