

## WORT MUSIC ACQUISITION POLICY

passed October 16, 1997

This policy supercedes and replaces any earlier policies and any individual agreements between individual programmers and past or present staff members.

WORT generally does not purchase recorded music. The music library mainly includes items donated by recording companies, agents/managers, musicians, and individuals.

The Board authorizes the Program Facilitator (hereafter referred to as the Music Director) to decide how to allocate the donated music, including but not limited to being catalogued for the library, given away on the air, used as premiums, sold at record sales, or passed on to individual programmers.

The Board expects the Music Director to consult with programmers in their area of expertise about which items are most appropriate for each category, but the final decision rests with the Music Director.

Individual music programmers may be authorized by the Music Director to correspond with or otherwise contact music companies, agents, or artists in order to acquire music for the station that is appropriate for their shows. Volunteers who originate such contacts are expected to keep the music director informed of their activities. Volunteers are not permitted to use the title "director" without the express written permission of the current music director. Volunteers who misrepresent their role at the station or make negative or derogatory statements about the station, staff, Board, or other volunteers may be subject to disciplinary action. If any benefits (such as concert tickets or free CDs) become available related to these activities, the volunteer and the music director shall reach an agreement on the disposition of these perks. If either the volunteer or the music director is dissatisfied with their working relationship, they may pursue the Complaint and Grievance procedure outlined in the Volunteer Handbook.

Recording companies sometimes offer individual programmers opportunities to purchase additional copies of particular recordings for their own collections. As a general rule, programmers are encouraged to request that purchased recordings be sent to their homes. If, however, the companies will only send such orders to the station, the Board requires that the programmer provide the music director with a written record of any purchases expected to arrive at the station. The music director shall review all packages containing recorded music and shall set aside the items that belong to individual programmers based on the written records that have been provided.

In general, packages addressed to individual programmers will be passed on to the appropriate programmer. However, mail sent to programmers at the station, solicited or not, is sent to the programmer as an agent of the station. Thus, mail arriving at the station, regardless of addressee, is the legal property of the station.