

Music Inventory Disposal Policy

Approved June 1, 2006

The KRFC music library is an important station asset. With hundreds of new musical recordings being received at the station annually, management of the music inventory is important. Oversight keeps our library up to date, user friendly and relevant to KRFC's mission and interests. While KRFC prides itself on having interesting and unique music in its library, it doesn't have the capacity to be an archive or museum. KRFC can only accept and catalog music that is new, regularly played or considered part of the KRFC canon. Management of KRFC's music library includes the removal of music that doesn't fit these criteria.

To respect the diverse musical interests at KRFC, the following policy is used when removing and disposing of inventory:

Duplicate Music (Includes CD's, records and cassettes):

Duplicate copies of music may be removed from KRFC's inventory by the music coordinator or genre captains. Duplicates are first offered to KRFC's development director for placement in the KRFC music store or for use in on-air promotions. If the development director declines the duplicate music, it is offered to programmers and other station volunteers. Remaining unwanted music is stored and offered to the public or other non-profit groups at no charge, with monetary donations to the station encouraged.

Removal of Non-Duplicate Music from the KRFC Inventory:

Some music that is a part of the KRFC library, or that is donated to KRFC may be recommended for removal by the music coordinator or genre captains. This music is then stored in an easily accessible, well-marked area so that programmers may review the decision to remove it from the library. If a programmer recommends that the music stay in the library inventory, the music coordinator will return the music to the active catalog.

Once a quarter, the music recommended for disposal is permanently removed from the KRFC library. One week before removal, the music coordinator will remind programmers of the music that is to be removed. Programmers and other KRFC volunteers are welcome to take the music for their own collections. Remaining music is stored and offered to the public or other non-profit groups at no charge, with monetary donations to the station encouraged.

Unused Music:

Every six months the music coordinator may recommend removal of music from the music library that has received no on-air play and that is unlikely to be used in the future. Genre captains will be informed of pertinent music that is planned for removal so that they may review the decision. If a genre captain recommends that the music stay in the library inventory, the music coordinator will return the music to the active catalog. One week before disposal, the music coordinator will remind programmers of the music that is to be removed. Programmers and other KRFC volunteers are welcome to take the music for their own collections. Remaining music is stored and offered to the public or other non-profit groups at no charge, with monetary donations to the station encouraged.

Music Trades:

The music coordinator and genre captains have the option to trade music earmarked for disposal (where legal) for new or used music that is wanted for addition to the KRFC library.