

## CCSMP34

### Manage and maintain an audio or audio-visual library in a music publishing organisation



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#### Overview

This unit is about the management and maintenance of an audio or audiovisual library for promotional and archive purposes. You are required to know how to store information within the system to ensure that it is maintained in operational condition. You are required to monitor usage and seek feedback from others to ensure the system meets their current and future needs. It is important that complete and accurate records are maintained. See also CCS16 Use database software and MP33 Collect, store, retrieve and update information in a music publishing organisation

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#### Performance criteria

*You must be able to:*

- P1 store audio and audiovisual material in appropriate locations to maintain their operational condition
- P2 review the requirements for the storage of audio and audiovisual material with the appropriate people
- P3 identify areas of the system that need to be improved to take account of changing requirements
- P4 check these suggested improvements with relevant people and take account of their feedback
- P5 implement and test the changes to the system as agreed, keeping disruption to a minimum
- P6 seek feedback and evaluate the changes with relevant people and make any further improvements
- P7 provide relevant people with clear and helpful information and guidance on the changes that you have made
- P8 check storage equipment and areas, and the condition of items in the system and report any problems

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the types of materials stored within the system and why it is important these materials are maintained in operational condition
- K2 who may require access to the stored audio or audiovisual materials
- K3 why it is important that these materials are safely and securely stored in a way that allows users to locate them quickly and efficiently
- K4 relevant procedures for using and maintaining your systems
- K5 why it is important to follow agreed procedures for the storage of audio and audiovisual materials and to check that others are doing the same
- K6 why it is important to check storage conditions and the condition of stored audio and audiovisual materials
- K7 the types of audio and audiovisual materials stored and their life expectancy

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### Additional Information

#### Links to other NOS

1. l) Make sure that all records relating to the storage of material are accurate and complete

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**Relevant occupations** Business, Administration and Law; Arts, Media and Publishing; Performing Arts; Crafts, creative arts and design; Media and communication; Publishing and information services; Artistic and Literary Occupations; Records; General; Elementary Administration Occupations

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**Suite** Music Business (Publishing)

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**Key words** audio visual library, music business, music publishing, writers, composers, songwriters, information storage, archive

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