



IT/PPS 07.01.01, Phone System Music on Hold

Issue No. 1

Effective Date 09/30/2003

Reviewer: Assistant Vice President for Technology Resources

### **01. PURPOSE**

The purpose of this Policy and Procedure Statement (PPS) is to establish and implement a written internal procedure that will:

- 01.01 Establish standards for acceptable Music on Hold (MOH) content.
- 01.02 Establish guidelines for frequency of replacement media.
- 01.03 Require all MOH content to be properly licensed.

### **02. GUIDELINES**

- 02.01 Content will be determined by Texas State Department of Music.
- 02.02 As a rule, content will contain music performed by Texas State students such as the Texas State Band, Orchestra, or Chorale.
- 02.03 Seasonal tapes will be instrumental only.
- 02.04 All content and media shall be properly licensed.

### **03. PROCEDURES**

- 03.01 Tapes will be rotated approximately once per semester.
- 03.02 Content of each new tape will be reviewed by Telecommunications Services staff.
- 03.03 Tapes will be of high-quality, and will be replaced as needed to maintain quality standards.

### **04. RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

- 04.01 Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>
Assistant Vice President for Technology Resources

<u>Section</u>
All

<u>Date</u>
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Approved: \_\_\_\_\_

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Reviewer

Approved:

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Vice President for  
Information Technology