



College of Music  
MICHIGAN STATE UNIVERSITY

## Coronavirus/COVID-19 Response

### RECORDING SERVICES

In an effort to help accommodate the needs of faculty and students during this unique situation, the College of Music is providing recording and streaming options free of charge in Cook Recital Hall and Hollander Hall as well as some remote options via Zoom recorders. Professional level recordings are also still available through Recording Services at this time for a fee.

#### Zoom audio/video recorders

Zoom audio/video recorders have been provided by the Composition area and can be checked out through the Music Main Office (8am-5pm M-F) via the room check out system: <https://msu.webcheckout.net/sso/patron#!/>

- Users will be required to provide their own AA batteries (2) and SD card (at least a 32GB card for recording video recommended).
- Here is a tutorial on how to use the Zoom recorders from our colleagues at the University of Sheffield: <https://www.youtube.com/watch?v=Fgu4L1YgXU>
- When making the reservation for these recorders, please be sure that you reserve them for the entire time you are planning to have the equipment, which could possibly be overnight if your recital ends after 5 pm.
- The recorder and all of the provided accessories need to be returned to the main office no later than 10 am the next business day after the recital/recording session.

## Live broadcast of recitals

For the foreseeable future, Cook Recital Hall and Hollander Hall (120 MB) will be streaming live 24/7 at the following links:

Cook: [livestream.com/musicmsu/cook](https://livestream.com/musicmsu/cook)

Hollander: [livestream.com/musicmsu/hollander](https://livestream.com/musicmsu/hollander)

- If you schedule an event in Cook or Hollander, you can share the appropriate link above along with the given time you would like friends, family, and colleagues to tune in and enjoy your performance or lesson live online.
- The ability to record in Hollander and Cook halls will begin Wednesday March 18.
  - Recorders will be located as follows:
    - Cook: in the back of the hall
    - Hollander: in the AV closet upstage right (the single door, not the double doors)
- You will be required to supply your own SD card (our cameras records at 20GB/hour, so we recommend at least a 32GB card). High speed (80 MB/s+) cards are recommended. Lower speed cards may not work in these recorders. You may purchase SD cards anywhere you prefer, but here is a link to cards that are known to work in the recorder and are available locally in both 32GB and 64GB: <https://www.bestbuy.com/site/sandisk-ultra-plus-64gb-sdxc-uhs-i-memory-card/6346824.p?skuId=6346824>
- The livestream and recorders are being fed audio from the microphones that Recording Services uses for all recital recordings. We have set the volume at what we feel is a safe level, but be advised that very quiet noise (such as un-amplified talking or *ppp* playing) may be difficult to hear, and very loud noise (*fff*, larger ensembles) may make the audio peak and distort. This livestream will utilize HD cameras and professional microphones, and it will be far better quality than Facebook Live, a Zoom meeting and most other streaming sites.
- Please note that you cannot change the audio or the video on these recorders. Levels are set through the Recording Services office and CANNOT BE ADJUSTED via the recording boxes. Please DO NOT ADJUST ANY SETTINGS ON THE RECORDERS! This will make recording difficult for your fellow students and faculty in the future.

## **Technical support**

If you need technical support for the recorder, please contact Recording Services via email: [recserv@msu.edu](mailto:recserv@msu.edu) or by phone 517-355-7674. They will assist you as soon as possible. Please note response to requests outside of 8am-5pm M-F may take longer.

## **Professional recordings**

If you would like to have your event professionally recorded (audio and video available) where audio levels will be monitored, adjusted, and post produced and video can be controlled, set to your preference, and post produced, you can hire Recording Services for a fee through their website: [music.msu.edu/recording-services](http://music.msu.edu/recording-services).

The safety and wellbeing of our students, faculty, and staff is paramount for the College of Music. Thank you for your cooperation and understanding as we navigate the challenges associated with COVID-19. Answers to more questions regarding the College of Music response to this situation can be found in the college's FAQ online.