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:

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<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
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<tbody>
<tr>
<td>Assistant Vice President for Technology Resources</td>
<td>All</td>
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