DJ MANUAL

Introduction

Welcome to the WVBU family! First and foremost, we're legitimately happy to have you on-board, and look forward to having you be a part of our radio station. WVBU is an organization older than most around Bucknell, and like our call letters stand for, we are the "Voice of Bucknell University."

What follows is a collection of everything that you may ever need to know about being a Disk Jockey at VBU, from rules to activities to tips. You are responsible for knowing the material herein, but much of it really is common sense, and we've worked very hard to make sure that none of it is unreasonable. Essentially, these are in place to enable everyone to enjoy producing quality programming and really get an opportunity to do some cool things around campus!

While going through an old WVBU filing cabinet, I recently found a packet of operating instructions (basically a DJ Manual like this!) that was approved in January of 1986. The station had just recently changed locations and gotten other major updates, and was very technically impressive for the time. However, there were issues with professionalism and University outreach.

Today, we are coming out of a similar situation; ask any older DJ, and they'll tell you that there were issues. However, with the "VBU Reboot," we've managed to start from the ground up to put ourselves in a position where we are doing better than we have in a long time. Technically, the station was just entirely rebuilt, and a new transmitter provides better quality than ever before. Organizationally, we've found that everyone doing a little bit leads to a lot of really cool projects, and as people get more involved, the quality of our programming only gets better. This DJ Manual was written with this in mind, and will go into effect beginning Spring 2012.

While the rules and policies stated in the pages that follow will be strictly enforced, they really aren't actually asking much; we take pride in the fact that anyone can be a DJ here, and leaving the opportunity open is a first priority. If, however, you would like to do anything more, feel free! All of the activities that we do are actually really enjoyable and unique experiences.

Good luck, and don't forget to have fun with it!

--Alex Alam, WVBU Station Manager 2012-2013

Table of Contents

All About WVBU

The Board

WVBU is governed by the Board of Directors. The Board comprises of active DJs and its members are elected by the whole of the organization at the end of every Fall semester. They meet together once a week to discuss station business and initiatives. The board meetings are open to any active DJs who wish to participate, and anyone is welcome. Each Board member is responsible for a specific job for their entire term.

- Station Manager: the Station Manager's main job is to delegate tasks and plans, overseeing the Executive Board and Board of Directors. It is also his/her goal to keep updated on all aspects of station activities.
- Director of Programming/DJ Trainer: This person is basically in charge of on-air programming. They will be in charge of training DJs, as well as managing the show schedule. This job requires above all else good communication.
- Music Directors (2): The Music Directors are in charge of updating the music in the NexGen automation Blocks. They will work as a team in rotating new music through the blocks so that the same songs don't keep playing forever.
- Production Manager: The Production Manager is in charge of off-air/recorded content. The biggest part of that is recording liners for shows to be put into automation. The PM is also in charge of external broadcasts and outside calls. Mixing experience is recommended, but a willingness to learn is equally acceptable.
- Business Manager: The business manager is basically in charge of internal affairs. He or she will keep track of finance (and shopping!) and minutes, but also DJ Personal Files and policies.
- Promotions and Social Media: This is exactly what it sounds like. WVBU has an active Facebook and Twitter page, and a mostly active website. The Promotions Director will also be in charge of any other promotions that we run, from flyers to shirts, to anything else we can think of.
- Bucknell Today! Director: The BT! Director is in charge of the weekly airing of new BT! content. Essentially, their job is to work with the hosts of the show to make sure that it gets on-air.

Beyond the Board is the Executive Board, which is comprised of a few (usually three) Board members, one of which is the Station Manager. These are to meet once a week (outside of the regular Board meetings) to discuss ideas from Board meetings and create working plans to present to the rest at the next meeting. The idea behind the

Exec Board is to have a group of extra-dedicated people who can put together solid plans for implementation of ideas.

Automation/Music Blocks

When there is no DJ on-air, the NexGen automation computer plays music automatically (See "NexGen Automation" for instructions about how to start and stop it). This is updated weekly by the Music Directors, and the automation follows a block schedule of programming. That way, we can represent a wide variety of music based on when people want to hear it. The blocks are:

- Indie/Alt
- Alternative and Hard Rock
- Classic Rock
- Party/Dance
- Soft/Chillout

If you have music that you would like to hear in automation, you can contact the Music Directors and give them a copy. They can put it in for you.

Show Picks

DJ shifts and time slots are to be chosen at the first staff meeting of every semester. As a general rule, most DJs will be able to find a timeslot that works for them at this meeting. The order and priority of choice selection is predetermined by certain criteria. As opposed to other stations, WVBU does not simply operate on a basis of seniority, instead taking into account several other factors. The main idea behind these criteria is specifically to reflect DJ participation; under our system, the DJs who put in more effort are rewarded with a higher showpick priority. The order of priority is as follows:

1. Executive Board Members
2. Board of Directors
3. DJ merit points and organizational participation
4. DJ Seniority

The main deciding factor for all regular DJ staff is merit and participation. Essentially, the more you do, the likelier you are to have a high showpick priority. This is tracked by the Business Manager, based off records kept in the DJ Personal Files.

Staff Meetings

WVBU staff meetings are the first Sunday of every month. These are where everybody gets together to discuss what's going on. It's a great way for everybody to get to know a bunch of other really cool people, too. A lot of our DJs have really good ideas, and having a chance to discuss them can only benefit everyone.

DJs are required to attend these, as we will often go over important information that you will need to know. Excused absences happen, but since it's only once a month, only two are allowed before showpick seniority is revoked.

"Bucknell Today!"

"Bucknell Today!" (abbreviated as "BT!") is the weekly talk show hosted by a rotation of WVBU DJs. Every team of DJs is required to host one episode per semester; that is, each shift is responsible for an episode. So if two DJs are co-hosting a show, then the DJs will co-host an episode of "BT!" together.

The hosts choose topics and guests for each week's episode; it can be anyone relevant to the DJs interests, as long as their topic of discussion is relevant to the Bucknell community in some way. The hosts are responsible for arranging with their guest for interview times and details.

"Bucknell Today!" is arranged by the BT! Director, a member of the Board of Directors. The BT! Director is in charge of making sure that the show airs every week at its scheduled time. At Show Picks, the DJs will sign up for a weekend slot (they may switch with others later if mutually beneficial); they are then responsible for providing the BT! Director with a copy of their episode NO LATER than the Friday before it is to air. If help is required in recording the interview, the Director needs to know at least a week in advance so that he or she may train or help the DJs.

The show will air at 2pm every Sunday, and the previous Sunday's episode will air at 1pm on Wednesday, Friday, and Saturday. It will also be available as a podcast.

External Broadcasts/Outside Calls

Part of WVBU's mission is to represent and recognize events and activities around campus. These will be overseen and organized by the Production Manager. The two types of outside events are Remote Broadcasts, where we actually are on-air from somewhere else, and Outside Calls, where we are either simply making a presence for

promotional purposes or someone is paying us to provide sound for an event (comedian, party, etc.).

Remote Broadcasts require at least three people (two onsite, one producing at WVBU Studios), and Outside Calls require only the two onsite. More is recommended.

All DJs are required to help out for at least one event per semester. The Production Manager or Station Manager will notify when crew are needed. DO NOT put this off until the end of the semester; holding off on these will simply mean that you run the risk of not being able to help out on an event because other people held off as well. Records of the events at which DJs have helped is kept in the DJs Personal File.

Liners

These are required for every active DJ by semester. The only exception is if a show time has not changed from semester to semester.

Liners are the quick blurbs that play in automation during the non-DJ hours of the station's programming. These break up the music a little bit, as well as serve as advertisement for us. Every DJ is required to record at least one of these every semester. These are made in conjunction with the Production Director, and are recorded in the production studio. An appointment needs to me made with the PD within two weeks of beginning a new show (a liner needs to be recorded for each show, even if a DJ hosts several).

These are the four types of liners:
1. Station ID: These just consist of station information: "You're listening to 90.5 FM, WVBU-FM Lewisburg."
2. Normal Liners: These are the ones that say something funny and interesting: "We tried being a mature, sophisticated radio station…." NOTE that these still must contain station information, but they say more than just that. These will probably require a little bit of planning and practice. Alternatively, these can just be promotions of shows: "Listen to Semiotic Anthems with me, DJ Machinehead, every Tuesday at 10pm only on 90.5, WVBU" with background music that represents what you play.
3. Block Liners: With the implementation of the WVBU Block System, we need to prepare accordingly. These liners will mention, along with the station information, the block that is currently in session: "You're listening to the Party Block on 90.5, WVBU!" If you can think of something clever, use it.
4. Safe Harbor: If we intend on having Safe Harbor content playing as part of the Block Schedule, then we need automated Safe Harbor announcements as well. "The following views and opinions do not reflect…"

The non-show-specific ones (the ones that are just about VBU and not your show) can be rolled over into the next semester. The best three liners will be voted on by everybody and chosen at a monthly staff meeting.

If you think of anything clever- use it!

Being a DJ

DJ Training

The DJ training process is overseen and planned for the semester by the DJ Trainer (who also serves as the Program Director). It's really quite simple, and is designed to make it easy for everyone to be able to run the station effectively and properly.

The DJ Trainer will schedule a training session, to show the trainee(s) the station and explain how everything works. This is the actual physical training. At this point, the Trainer will make sure that the new soon-to-be DJ has a copy of the DJ Manual and sit-in logs.

After the initial training session, the recruit will need to sit-in on portions of three Board Member's shifts. It doesn't need to be for more than 15-20 minutes, but it can be more if desired. This is in place to give new members a chance to get some hands-on practice in-studio, and to see how other people run their shows; everyone has a different style of running things. The Training Log has a checklist for the Board member to fill out and sign, indicating that the sit-in was completed and good.

After the three sit-ins comes the DJ test, which has two parts. There is a written portion and a physical Board test. Neither is more important than any other, and both must be passed in order to become a Trained Board Op (functional DJ). However, both parts may be retaken as necessary, so it's nearly impossible to fail.

The written test is designed to be simple and straightforward; it does not ask for any information that isn't important to know, and much of it is common-sense-based. The test has a total of 70 points, and a "pass" is any score higher than 55 points, so roughly a 78%. This won't be difficult as long as you have paid attention through training and read the DJ Manual.

The WVBU Key

The key to the station is stored at the Switchboard in the LC (2nd floor). If you need it, you can check it out from there, as they'll have a list of all of the trained DJs. To do so, simply go there and ask for the WVBU key binder. To sign it out, you'll need to leave some form of ID as collateral; as you need your BUID to get to the station, your driver's license is preferable. After you've done your show, take the key immediately back (if your show ends after the Switchboard closes, just drop it off as early as possible the next day).

It is not necessary for every DJ to check out the key, as most shows will be followed by and/or follow another show. If there is a show after you, leave the door open during your show or let them in. If they aren't there by their shift, then go ahead and close the door, unless you've already talked to them to find out when they're getting in.

NexGen Automation

Whenever there is no physical DJ in the station, all of the station's functions are handled by the NexGen (Prophet) Automation software, running on the station's main computer. You will turn off NexGen when you begin your show, and start it again before you leave. The computer can be unstable at times, and can crash upon attempting to restart. It can be restarted from the Start Quick Menu (NexGen Digital Broadcast). Current login information is posted next to the computer.

To stop automation and start your show:
1. Press the END button directly below the PLAY on the main screen.
2. WAIT for the song to end. DO NOT press the "Stop" button, and don't fade out of a song that is currently playing. Let it finish!
3. Be sure to turn off the "Prophet" channel on the board, just in case.

To finish your show and leave the station on automation:
1. Wait for your song to finish.
2. Turn on the "Prophet" channel on the board and bring up the levels.
3. Press the big green PLAY button on the main Prophet screen.

If it all decides to stop working (PROTIP: it will):
1. Play something else, like a CD.
2. Try restarting the Prophet computer.
    a. Computer User: Nexgen
    b. Computer Pass: 360905wvbu
3. Click on the "PSI Broadcast" icon to launch Prophet.
    a. User: supervisor
    b. Pass: none
4. Click the PLAY button.

If something is wrong, CALL:
Aaron Vockley (Student Engineer): 412-877-8437
Alex Alam: 832-483-2937
Todd Fogle: 570-898-0318

Broadcast Delay

WVBU is equipped with a broadcast delay that can be used to censor explicit language. All audio is delayed by 3 seconds before it is broadcast to the outside world, giving you 3 seconds to press the giant red "Delete" button next to the soundboard to effectively erase the last 3 seconds of audio. Instead of using a bleep, this system loops the 3 seconds of audio prior to the erased 3 seconds over again. This effect is usually quite subtle in most cases if you aren't expecting it. However, if you take too long, your efforts could end up looping the curse word over again. 3 seconds is longer than you think, so don't panic.

If whatever content that is causing you a problem (song, caller, guest, etc.) causes multiple issues, it may be wise to simply remove them from the air. Fade out and continue on with the show.

Call Sign/Station Identification

As per FCC regulation, we need to identify ourselves periodically, and there are two different things that need to be done. Both are required.

At the top of every hour, we need to play or speak a **Station ID**. An FCC-appropriate Station ID consists of our full call letters (WVBU-FM), frequency (90.5), and location (Lewisburg). The order of these pieces is not set, as long as they are all there. An appropriate Station ID is "You're listening to WVBU-FM, 90.5 Lewisburg."

The other is just a **Call Sign Announcement** and needs to be done every fifteen minutes. This doesn't have all of the formal rules of the Station ID, and is really just to remind listeners and advertise the station a little bit. All that this needs to say is the call letters (so either "WVBU," "WVBU-FM," or even just "VBU." The one other requirement is that it be part of a nice sentence, so like "You're listening to VBU" is just fine.

Public Service Announcements (PSAs)

WVBU is a non-profit entity; we avoid paying the same fees commercial stations pay, and in return, we must play public service announcements approved by the US Ad Council. You should play 60 seconds of public service announcements for every hour

you broadcast. CDs containing acceptable PSAs are provided, as well as books with scripts that you and/or your guests can act out. Some of the PSAs provided are quite dry, others incredibly cheesy. Have fun with it.

Phones

WVBU's phone number is 570-577-3489. If someone calls in to the station, then the light mounted up near the ceiling will flash, but there will be no ringing sound. Having callers on-air is a great thing to do, but they are just as applicable to FCC rules as you are. Therefore, the easiest thing to do is warn all callers before they go on air that swears and offensive content will lead to them being disconnected. The phone line is the last channel on the board- to put someone on-air, pick up the phone and set the handset aside, turn that channel on, and make sure that your microphone(s) are set to send to both Programs 1 and 2 (Program 2 sends to the phone). You will need to wear headphones so that you can hear what your caller is saying.

The phone mounted on the back wall IS A PHONE. It is "disguised" as a fire alarm, but it is not. That is the emergency phone, and the only people that should call it are Board Members. If it rings, it will flash and audibly ring. ANSWER IT.

Please note that the station phone cannot place long-distance calls. Anyone wishing to be on-air needs to call you, not the other way around.

Privacy and Safety

WVBU's utmost priority is preserving the privacy of all DJ's and guests. Because our station broadcasts to the Lewisburg Federal Penitentiary (and is actively listened to by some inmates), all DJs and guests must broadcast using a pseudonym. This can be as simple as your name (from Michael to DJ Mike) or as complex as you desire. For the same reason, the show schedule on the website displays no personally identifiable information along your show.
General guidelines that should be followed in regards to privacy:
- Referring to any non-public figure by full name is discouraged. ("Public figures" generally include politicians, celebrities, actors, and corporate executives)
- Rumor, gossip, and innuendo involving non-public figures should be approached carefully, especially when people not present in the studio are mentioned.

- Recounting stories is fine, but avoid including information which would personally identify people who have not consented to be identified.

Slander (spoken defamation of character) is discouraged at all times, and can expose you to legal action by the victim. Slander is defined as a verifiably false statement which:

- Exposes a person to hatred, shame, disgrace, contempt or ridicule.
- Injures a person's reputation or causes the person to be shunned or avoided.
- Injures the person in his or her occupation.

Basically, the best rule of thumb to follow is that you shouldn't broadcast the first and last names (together) of anyone whose name isn't already published anywhere else. The exception to this is during interviews, where you may introduce both you and your guest(s) by full name.

Logs

There are a few types of logs that DJs need to keep up to date at various points. These are INCREDIBLY IMPORTANT, and failure to do them will result in disciplinary action. Logs are checked by the Station Manager and Engineer every week. The four types of logs are as follows:

Music Logs:

Every song that is played on-air (including background music) needs to be logged on the automation computer. These serve two purposes: they update the website to display what is being played, and they get put into a text archive for reporting purposes so that artists can get credit for their songs being played on the radio.

To do these, open up the 'WVBU Music Log' program on the Start menu of the Nexgen computer. Input into that the [Artist – Song Title]. If you don't play music or haven't played music for a while, update it with what you are playing. For example, if you have a talk show, then a sample log could be "Talk Show Name – This Week in Sports" so that the website shows what is on-air. It doesn't change unless you tell it something new to show.

Transmitter Logs:

These are absolutely 100% required at the beginning of every show. Transmitter logs are required by the FCC and there are MAJOR fines for WVBU if these are not

completed as required. The physical logs are found in a binder on the back wall. Instructions for these logs will be posted with the form as well as described here.

The method for querying the transmitter is different than it used to be; instead of having to make a phone call, it's all via computer. On the station's secondary computer (the one in the station that it not the NexGen computer), there should be a desktop icon titled 'Transmitter Readings.' Opening this actually opens a window that acts as a portal to another computer that is connected to the transmitter. It has a window open that actually controls the transmitter settings. DO NOT UNDER ANY CIRCUMSTANCES CHANGE THESE SETTINGS. The only time that these should be changed is if an FCC Inspector asks you to do so. The readings that you can get from this are Voltages and Power, which should be around 40V and 250W, respectively.

The transmitter log form also includes Station and DJ logs. The first DJ on-air for any day (starting at midnight) needs to sign the station on, and the last one needs to sign the station off. Even if one show ends at midnight and the next show starts at midnight, they need to fill out forms for separate days.

Guest Logs:
Guests are strongly encouraged! They make doing radio shows more fun, and it's great to hang out. However, if you have any guests in the station, you need to log them. The binder for Guest Logs is with the others along the back wall. A person counts as a guest if they are in the studio and not listed on the program schedule as the host for that particular show. Even if someone is an active DJ, they still need to be logged as being there. The reason for this is simply that it is important to know who was in the station. Keep in mind that if it is your shift, you are responsible and liable for your guests. Take care accordingly. If there are no guests in the station, then this log is irrelevant.

EAS Logs:
The forms for these logs are with the others in binders on the back wall of the station. This is likely the log that you will use least, if ever. However, it is one of the most important to keep perfectly up-to-date. The EAS is the Emergency Alert System, and is FEMA's means of contacting the public. It will send and receive alerts automatically. Every station issues a weekly test, and every month a test is passed down the chain of radio stations monitoring each other. WVBU's weekly test is performed by the Student Engineer, or the Station Manager if the engineer is unavailable.

This log is only necessary when an alert is received; when this happens, the EAS receiver (gray box with green screen) will flash and whirr and generally throw a fit. If this happens, do not interrupt your programming, as the machine will automatically receive the signal. However, afterwards you need to log it. Press the far right of the four buttons on the front (the one listed as "ALERT" on the screen. In the logbook, write down the date, time that the alert was received, message, and origin. All of this information will be displayed on the screen of the device. When finished, press "DONE" and answer the buffer question with "NO."

The Public File

The public file is the big, orange binder located below the locked processing rack (to the right of the computer in the back corner). This is a constantly updated log of the station containing a very specific list of things as per FCC guidelines, such as signal and tower information and content logs. You don't ever need to do anything with it, but you MUST KNOW WHERE IT IS. If an FCC random inspection occurs and the DJ on-duty can't provide the inspector with it immediately, it could put us out of a license. So remember that it's the orange binder by the PSAs.

Rules and Policies

Attendance

WVBU expects that DJs who sign up for a timeslot will respect that as an obligation, and commit to performing their shift. It reflects badly upon the organization if a show is on the calendar and nothing is on-air. Therefore, any time that a DJ is going to need to miss a show, they are required to find a replacement. If no particular replacement can be found, the DJ can email wvbu@bucknell.edu asking for help.

Unexcused absences are unacceptable. If the Program Director has not been previously notified of a missed show or if no reasonable excuse for missing a show can be given, the policy is as follows:

- First offense: written warning
- Second offense: 2-week Show suspension
- Third Offense: Loss of timeslot and show pick priority

For any missed show, excused or unexcused, a Missed Show form is to be submitted to the Program Director and will be put in the DJs Personal File. If a form is not submitted beforehand (or the Program Director is not notified), then it will count as an unexcused absence. Absences are reset at the beginning of every semester.

Basically, if you are going to miss a show, tell the Program Director and make sure that it's covered.

Personal Files

The Board of Directors will keep a Personal File for every trained DJ. These will be updated regularly and will contain several things:

- The signed DJ Contract and Training Log
- The DJs completed DJ Test (all attempts)
- Attendance/Missed Show Log (includes Excused and Unexcused Absences)
- External Broadcast and "Bucknell Today!" logs

The file will be kept until DJ retirement from WVBU or graduation. The purpose of this is simply for consistency and clarity- not to scare people or make life harder for anyone.

Safe Harbor

In accordance with the FCC's Safe Harbor policy regarding language allowed on the radio, certain items that would normally be deemed explicit shall be admissible on-air between the hours of 10 PM and 6 AM, local time. There are, however, limitations as to what is and is not allowed, by the policy of WVBU; in striving to maintain quality programming that reflects positively on the Bucknell University community, certain rules are in place as determined by (and revised by) the WVBU Board of Directors.

A DJ who wishes to play explicit music during Safe Harbor may do so, provided the following restrictions are observed:

- Before playing explicit material for the first time, and every 15 minutes thereafter, the DJ shall repeat the official WVBU Safe Harbor announcement verbatim, in a manner that ensures it may be clearly understood by all listeners.
- All of the rules stated above apply, with the following modifications:
  - Any song played may contain the word "fuck" NO MORE than three times. The word "motherfucker" is only admissible twice in ANY fifteen-minute period.
  - Any song played may contain the word "shit" NO MORE than five times. The derivative "bullshit" may be played once per song.
  - The word "cunt" may NOT be broadcast AT ALL.
  - The term "fag" or "faggot" is widely considered on Bucknell's campus to be highly offensive, and may NOT be broadcast AT ALL.
  - The word "nigger" may be played NO MORE than three times per fifteen-minute period, although it is highly recommended that it be censored. Clearly derogatory uses of the word "nigger" may NOT be broadcast AT ALL.
  - If a song title contains explicit language, a DJ shall use an alternate word when announcing the song on-air: For example, "Fuck You" by Cee-Lo should be announced as "Eff You."

WVBU Safe Harbor Announcement (to be issued every fifteen minutes):

"The following programming may contain indecent language as allowed by the FCC's Safe Harbor Period. Listener discretion is advised. The views and opinions presented on this show do not necessarily reflect the opinions of WVBU or Bucknell University."

PLEASE NOTE: Out side of Safe Harbor, the words "bitch" and "ass" are admissible once or twice. Also, the song "Cop Killer" by Ice T has been deemed obscene by the Supreme Court, and may not be played **ever** in or out of Safe Harbor hours.

Alcohol and Drug Policy

Absolutely no consumption of alcoholic beverages or illegal substances within the confines of the station will be tolerated. This is regardless of age; even if you are over 21, alcohol is prohibited. Any DJ found violating this rule is subject to suspension or loss of DJ privileges, determined by the Board on a case-by-case basis.

Other Tips to Follow

- Cross-fading songs isn't necessary. Just start your next song when the first one ends.
- You don't need to talk. If you have nothing to talk about, don't.
- In most cases, common sense is a good enough judge of what is and isn't okay to play on the radio. If you wouldn't play it with children in the room, think twice about playing it over the radio.
- If you play a song with numerous swears that you were unaware of, stop the song immediately. If you feel you must, apologize quickly and continue with the show. Otherwise pretend it didn't happen, and don't draw attention to it.
- Only ever play or discuss what you feel comfortable with; if you're enjoying yourself, that comes across over the air, and people will be more likely to tune in to you again.
- If you're comfortable, talking over background music is a great way to sound super-classy. Just put the music at half volume in the background.
- If something doesn't seem to be going right, don't panic. Shit happens. If you don't know what to do, call one of the numbers on the page.
- Get to the station 10-15 minutes before your show actually starts. This will give you a chance to get calmed down and ready before you go on-air.
- If you mostly talk, break it up with some music. If you mostly play music, break it up with some talk.
- Almost anything you can think of, we can find a way to do!
- If you ever don't know something, ask. If something that you need to know isn't in here, let the station manager know!