

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 or let them in.

**Attendance**

WVBU expects that DJs who sign up for a timeslot will respect that as an obligation, and commit to perform 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](mailto: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.

**“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.

**Language Policy**

As an extension of Bucknell University, WVBU holds itself to standards above and beyond what the FCC requires of broadcast stations. Regardless of current law, WVBU’s language policy is expected to be followed at all times.

* The on-air DJ and any guests may NOT swear at any time for any reason.
* The word “crap” and references to body parts are widely considered appropriate- albeit informal for DJ’s and their music.
* Music containing the words “bitch,” “damn,” and “ass” is acceptable in limited use, provided their use is not demeaning (e.g. “I’m a Bitch” by Meredith Brooks is acceptable, but the lyric “All my bitches love me” is not).
* Depictions or mentions of rape are not permitted, although its use as a literary device (the “rape of the land”) is acceptable. DJs may not repeat the word themselves.
* The following are NOT acceptable for ANY reason: “fuck,” “motherfucker,” “shit/shat,” “bullshit,” “cunt,” “fag,” “faggot,” “nigger,” Obscene references to bodily parts (e.g. “cock,” “dick,” “pussy,” “piss”)

**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.

**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.

**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.

**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

**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 30-60 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.

**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.

**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.

**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.
   1. Computer User: Nexgen
   2. Computer Pass: 360905wvbu
3. Click on the “PSI Broadcast” icon to launch Prophet.
   1. User: supervisor
   2. 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

**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.”

**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.

**Alcohol and Drug Policy**

Absolutely no consumption of alcoholic beverages or illegal substances within the confines of the station will be tolerated. 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.

**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 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.