

KJHK DJ Training -- What All DJs Must Know -- updated for summer 2016

Section 1: KJHK Background

Station History and Identity

KJHK is the student-operated radio station at the University of Kansas. The station's first broadcast was on 90.7 FM in Lawrence was on October 15, 1975.

KJHK's mission is to provide KU students with a unique and personal student development experience centered in the communication of culture. The station cultivates a sense of community and belonging on the KU campus. Through the KJHK experience, KU students learn leadership and relational skills that serve them for a lifetime.

For more information, see the KJHK Station Handbook, shared with all DJs by email.

KJHK Cabinet/Exec Staff and How the Station is Structured

The station is student-operated. Top student leadership comes from the KJHK Cabinet, which includes: Station Manager, Program Director, Content Director, Communications Director and IT Director. The Program Director deals with all DJ-related issues. Additional student leadership comes from the KJHK Executive Staff, with directors covering areas including: Arts & Culture, Sports, Multimedia, Live Music, Music, Production and Communications. Each director manages a staff of student volunteers in their respective areas.

Outside of the student staff, KJHK is administered by the KU Memorial Unions. The KJHK General Manager and Program Coordinator provide operational support, along with the Union Programs Office on level 4 of the Kansas Union. The station is supported in part by required student fees allocated by KU's Student Senate.

KJHK is accountable to:

- KU, for professional broadcasting of all programming; professional interaction with others; responsible spending and use of University-allocated resources; professional effort; and remaining a piece of the cultural fabric that makes Lawrence an attractive destination.
- KU students, to provide programming that is unavailable elsewhere; be open to suggestions, feedback and collaborations; and be aware of shortcomings.
- KU Memorial Unions, to increase student leadership; support and assist student organizations; and provide learning and leadership opportunities.

Finally, KJHK staff members are internally accountable to ask for help when they need it, communicate professionally, follow through, think big, and have fun.

For more information, see the KJHK Station Handbook, shared with all DJs by email.

KJHK Volunteer Staff Descriptions

- **Sports:** Contributes to on-air broadcasts, online content and multimedia content related to KU sports.
- **Content:** Creates relevant written or multimedia content in areas including music, arts & culture and sports for KJHK's award-winning website, kjhk.org.
- **Music:** Screens and reviews all incoming new music to the station. Staff members listen to new music and write reviews used by on-air DJs and posted on kjhk.org.
- **Archive:** Keeps KJHK's digital music system up to date, and occasionally reviews new music. This staff helps import CDs from the music library into the digital system.
- **Live Music:** In collaboration with Student Union Activities, programs music events geared toward KU students at campus and downtown venues. Programs include concerts, local music for Tunes at Night, KJHK's Farmers' Ball, and collaborative events with the Lied Center.
- **Production:** Responsible for the production of all of the audio spots you hear on air that promote the station and its programming.
- **Street Team:** KJHK's Street Team is the station's promotions force, attending and tabling local and national shows, spreading station promotional materials, and promoting the station on campus and in the community.
- **Archive:** This staff helps keep the KJHK music library up to date. Staff members also work with the Music Staff to review new albums that come into the station.

Additional KJHK Staff Descriptions

- **Arts & Culture:** Produces stories about life at KU and in Lawrence to air during FM programming. Stories focus on arts and culture, and other topics relevant to the KU campus community and greater Lawrence community. Staff members plan, report and produce their own work.
- **Multimedia Production:** Produces videos and other multimedia content, including the Live @ KJHK in-studio series and KJHK promotional videos. Staff members also work as lab assistants in KJHK 366, the multimedia lab across the hall from the main studios. This staff also works on projects for various Union departments.

For more information, see the KJHK Station Handbook, shared with all DJs by email.

Listenership and Metrics

KJHK has about 10,100 on-campus listeners and a strong presence in the Lawrence community. In 2015-16, about half of those listeners were undergraduate students, with the remainder made up of graduate students, staff and faculty. In the same year, listeners streamed the station from KJHK.org for about 315,000 hours.

FCC Status

KJHK-FM is a student-operated radio station licensed to the Kansas Board of Regents and the University of Kansas and administered by The KU Memorial Unions. KJHK holds a Class A noncommercial educational license granted by the FCC to operate in the public interest at 90.7 Mhz on the FM band, licensed to transmit at 2600 watts. The broadcast studio is located in the Kansas

Union, 1301 Jayhawk Boulevard. KJHK's transmitter and antenna are located at the University's tower on Petefish Drive. KJHK operates 24 hours a day, seven days a week, every day of the year.

It is KJHK's responsibility to provide educational opportunities for students at The University of Kansas, but it is also the station's goal to serve the KU and Lawrence communities as well. As an educational opportunity, the station serves as a learning lab for students. As a public trust, the station exists to provide exceptional and diverse programming to the public, and must be professionally represented in the community. The student body of the University of Kansas is KJHK's primary audience, so the station must remain sensitive and adaptive to the student body's tastes and concerns. To that end, all students involved in the station are expected to conduct the station's daily operations within the contexts of standard business procedures, which include ethical behavior, professionalism, appropriate language, normal office and security procedures, and impeccable public relations.

To be classified as a noncommercial educational broadcast station, KJHK must play a role within an educational program. KJHK meets this FCC requirement by serving as a learning laboratory for students at the University of Kansas. At KJHK, University of Kansas students gain practical experience that will benefit them throughout their personal and professional lives. Students can apply theory and principle learned in classes, interact with peers, and create a professional and simultaneously artistic statement. KJHK is a place where students can discover the nature of freedom and responsibility within an organization through radio broadcasting.

Through programming, the station serves a wide spectrum of listeners. Regardless of the audience it serves, however, and to the extent that its resources permit, the station must broadcast in the following categories:

- A) **COMMUNITY:** Accurate, fair and well-rounded information, discussion, and/or Public Service Announcements for campus, community, state, national and world events. Community programming may take the form of news magazines, city council broadcasts, public forums, commentary, and news about special projects and offerings from KU entities and/or special public service organizations.
- B) **CULTURE:** Programming that contributes to the artistic and cultural community at the University. KJHK is undoubtedly a huge part of Lawrence's cultural fabric. It is important that programming be as diverse as possible so that KJHK can serve the widest possible audience within the community.
- C) **EDUCATIONAL:** Content of interest to the listenership that grows out of educational activities at the University. Such content may be related to teaching, research or services offered by students, faculty, and staff at the University, or by informing the public about events on campus or in the community.

In ways that complement the above categories of programming and that are consistent with the laboratory function, KJHK may broadcast entertainment. Entertainment programming can take such forms as music, sports, comedy, and talk shows.

For more information, see the KJHK Station Handbook, shared with all DJs by email.

FCC Regulations

You and everyone who participates in KJHK are entrusted with something priceless: the public airwaves and the University of Kansas' FCC license. This is one of several sections in this manual about the FCC. Make sure you understand every section. The station's very existence depends on your comprehension of these principles.

The University of Kansas is the FCC's licensee for KJHK. KJHK does not own an FCC license. *The station's continued presence on the FM airwaves is made possible only by the University's good standing with the FCC due to KJHK's good conduct as a broadcasting entity.* This ultimate responsibility to the FCC rests with the Chancellor, the Provost, the Vice Provost for Student Affairs, and the General Manager of KJHK. KJHK is a noncommercial educational station. *A noncommercial educational station may only be licensed to a nonprofit educational organization upon proof that the station will be used for the advancement of an educational program.* The station's ability to broadcast over the FM airwaves depends on its adherence to this concept. KJHK is on the air to serve the public and students in the Lawrence, Kansas area by broadcasts for the advancement of the University's educational programs. KJHK must follow this principle if it is to remain on the air.

The licensee (KU) has the responsibility and accountability for the proper operation of KJHK. If a rule violation occurs, The University of Kansas cannot claim as a defense that it has ceded daily operational authority to the KU Memorial Unions. The FCC has Congressional authority to issue fines for violations of its rules. The FCC can also revoke the station's license for violation of law or regulation. You will find a comprehensive list of FCC violations and fines on the next page, and a longer list in the station handbook. A license revocation proceeding or large fine would take the station off the air. Additionally, it would be virtually impossible for the University of Kansas to ever regain a revoked FCC license, and KJHK would effectively be lost forever. *It is for this reason that all students involved with the station must exercise the utmost clarity in judgment when programming material for KJHK.*

The FCC has been directed by Congress to eliminate obscene material from our radio and television signals, and has instituted a very aggressive review of all indecency complaints filed by members of the general public. The base monetary sanction for violation of the FCC's indecency, profanity, and/or obscenity restrictions is \$7,000 per violation. The FCC may adjust this monetary sanction upwards, up to a current statutory maximum of \$32,500 per violation, based on such factors as the nature, circumstances, extent and gravity of the violation, and, with respect to the violator, the degree of culpability, any history of prior offenses, ability to pay, and such other matters as justice may require.

The FCC defines indecent programming material as: language or material that depicts or describes sexual or excretory organs or activities, in terms that are patently offensive as measured by contemporary community standards for the broadcast medium. The person who files the complaint does not have to be a regular listener to the station. The offense does not have to be repeated. The station is separately liable for each and every occurrence of indecency. This is not your station to program as you wish. You must operate the station within the guidelines established by the University. *One valid complaint of indecency to the FCC and KJHK will be off the air.*

The individual's absolute right of free speech ends at the front door of the station. You then are dealing with the licensee's right to free speech. *The licensee determines how the station's staff will exercise the stations' right to free speech.* This is one of the most important concepts to understand about KJHK's relationship with the University. *As a representative of the licensee (KU), KJHK's staff is obligated to present programming that the licensee finds appropriate.* As its role as the licensee, the University expects that the station's free speech policies will mirror educational and general conduct policies prescribed by the University of Kansas. This means that KJHK will be an instrument of tolerance to all viewpoints and people, and must also be a forum for different opinions. *KJHK personnel are expected to exercise prudence of speech on the airwaves in a manner that reflects the nature of the programming being aired.* For instance, strong opinions may be voiced in the context of a talk show, however it would be inappropriate to voice strong personal opinions within the context of a music show. KJHK is designed to be an opportunity for any and every student that wishes to gain experience in radio. Consequently, KJHK's duty to the University of Kansas and its audience deals in expression without alienation. If you do not agree with the content of the programming that the licensee requires, then you may leave. That is your right. *If you violate the licensee's programming guidelines, then you are subject to whatever sanctions the licensee chooses to impose (reprimand or dismissal).*

Below is a list of fines that could potentially be leveled against the University of Kansas should KJHK be found in violation. The students at KJHK have an *enormous* responsibility to the University in order to retain its FCC license. Please pay especially close attention to the fines surrounding programming, as they are the fines that KJHK's students could most frequently violate. KJHK could never afford to pay even a single FCC fine without encountering serious financial problems. Specific violations and base dollar amounts are shown; the FCC may adjust these amounts upward or downward depending upon circumstances.

Misrepresentation/lack of candor:	\$27,000 to \$275,000
Unauthorized discontinuance of service:	\$5,000
EAS equipment not in and working:	\$8,000
Exceeding power limits:	\$4,000
Violation of Public File rules:	\$10,000
Obscene/indecent transmission:	\$7,000
Broadcast hoax rule:	\$7,000
Violation of sponsor ID requirements:	\$4,000
Violation of lottery/contest rules:	\$4,000

Violation of political rules incl. access, rates, equal opportunity \$9,000
Failure to perform station ID: \$1,000

For more information and a more complete list of possible FCC violations, see the KJHK Station Handbook, shared with all DJs by email.

Section 2: Participation at KJHK

Participation Expectations

All students who are enrolled in classes at the University of Kansas are eligible to participate in activities at KJHK. DJs and other staff members at the station are expected to participate in the station with full effort and compliance with station policies and procedures.

DJs are expected to prepare for and cover their assigned shifts, and follow all training guidelines and station policies related to their role. Additional expectations include attending monthly all-staff meetings, reading and responding to station communications, and maintaining relationships with KJHK's diverse listenership.

The conduct of the DJ is crucial to the success of the station. Personality, approachability, and professional behavior make the station a success. For these reasons, all KJHK DJs are expected to read this and all other related manuals and training documentation.

Until fairly recently, all DJs were required by law to pass a written exam to be certified by the federal government as radio operators. This rule has now been lifted, but KJHK's expectations of DJs are the same – technical proficiency and professionalism are required of all DJs. Any DJ found in opposition to these principles through inappropriate behavior may be suspended or terminated from KJHK.

The duties of a DJ include, but are not limited to:

1. Present KJHK to the listening public in the most professional and creative way possible.
2. Arrive for show at least 15 minutes before airtime.
3. Keep studio clean (e.g. throw away trash, put away records).
4. Abide by all FCC rules and regulations.
5. Proficiency in technical aspects of station operation.
6. Attend monthly All-Staff Meetings and weekly departmental meetings.
7. Be responsible to find substitute for show if you cannot make it.

For more information, see the KJHK Station Handbook, shared with all DJs by email.

Participation Agreement

As a member of the KJHK staff, you are expected to abide by a list of responsibilities. Among those responsibilities are:

- Compliance with KJHK's specific FCC licensing and operational requirements as a noncommercial educational broadcast facility.
- Be responsible for, and to take the actions necessary to: comply with policy, procedure and guidelines set by KJHK's governing board and management; meet KJHK's criteria for acceptance of programming, and KJHK's programming policies; perform in support of academic laboratory requirements.
- Maintain organizational stability, consistency and reliability at KJHK.
- Ensure that KJHK is a respected and valuable part of the University.
- Avoid violating applicable standards through the airing of obscene or indecent content. Where such violations occur, the person responsible will be immediately and temporarily removed by the General Manager and disciplined in line with applicable policy and procedures.

Participating in KJHK Staffs

DJs will be asked to attend a monthly KJHK all-staff meeting. DJs also will be required to participate in one of KJHK's volunteer staffs, with options including: Sports, Music, Archive, Content, Live Music, Production, and Street Team. Each staff meets weekly and supports a specific area of the station.

Putting in Effort

DJs are the most heard part of KJHK's presence on campus and in the Lawrence community. For the station to run well, everyone involved (especially DJs) must put in a considerable amount of time, dedication and effort. Being a DJ at KJHK goes beyond showing up for your show. The job requires respecting your audience and representing the station well. KJHK has a rich history of deeply devoted DJs; as the station moves forward, it can maintain its positive impact on KU and Lawrence by continuing that dedication.

How to Communicate Internally

- Who should I contact with DJ-related questions?

KJHK's Program Director is the main contact for all DJs. The Program Director can be reached at programming@kjhk.org or at the cell phone number posted on the whiteboard in the main studio. All advance questions and requests should be done through email. Last-minute questions or emergencies should be communicated with a phone call.

How to Communicate Externally

KJHK DJs communicate with listeners by talking on air and taking calls on the in-studio phone. They also communicate through the station's Twitter account. Remember that @kjhk is the voice of the station, and not any one DJ's personal Twitter account. The account should be used to take requests and communicate with listeners in a respectful, non-confrontational tone. DJs should not use the account when they are not actively on-air.

For more information about using the station's Twitter account during your DJ shift, refer to KJHK's social media policy, which will be sent out to all DJs by email.

Reporting Equipment/Internet Problems

- How do I report equipment/internet problems?

To report an equipment problem, contact the Program Director at programming@kjhk.org; the Program Director will contact the station's engineer to get things fixed. Internet problems should be immediately relayed to it@kjhk.org, and DJs should call the KJHK General Manager at 785-864-2422. We need staff members to report problems promptly by email or phone to be able to fix them.

Reporting Music/Stacks/Programming Concerns

Concerns or questions about the music available to air on KJHK should be reported to the Program Director at programming@kjhk.org.

Section 3: Essential DJ Knowledge

Studio and Building Security

- How do I get into the studio?

Each DJ will receive a prox card to access the studio and all interior rooms in the studio. Hold the card up to the small black reader with the red light -- when the light turns green and the unit beeps, you can enter through that door. Prox cards are tied to each DJ's unique KU ID. Do not write "KJHK" on your prox card or otherwise identify it as a way to get into the station. If you lose your prox card, report the loss to the General Manager immediately. We'll get you a new card and cancel the lost one.

For DJs who need to access the studio after Union building hours, a small prox card reader is located on the outer third level door on the south side of the building. Note that prox cards do not work between the hours of 2 and 5:30 a.m., and access to the Union is not allowed during those hours.

- What about studio security?

The prox card and lock system makes security easy – exterior doors are locked and unlocked on a schedule, so it's the prox-access interior doors you should mind to keep people from coming into the broadcast areas or into the music library, where theft or other mayhem can occur. Be sure the doors into the music library and studio areas are closed securely during your shift, and you're set! The main studio door should be closed and locked between the hours of 5 p.m. and 9 a.m.

If you feel threatened or uncomfortable at any time while you are at KJHK, Campus Security is more than willing to help. Campus Security can be reached 24/7/365 at 4-5900 from the KJHK Request Line. They are happy to drive by the studio or walk around the studio upon request. They can also wait in the parking lot to be sure you get to your car safely after your shift. If you have any security concerns, call Campus Security. It is better to stay on the side of caution if you feel threatened or uncomfortable. In an emergency, call 8-911 from the KJHK request line. If you see broken windows, broken locks or lights that do not work properly, please alert the KJHK General Manager at 785-864-2422.

Contact Information

- Where can I find KJHK staff contact information?

A full list of current DJ and KJHK executive staff is located on the whiteboard in the main studio. Use this list if the DJ after your shift is late (call that DJ), or if you have a question for a specific KJHK staff member. Cell phone numbers for the Program Director and Station Manager are always posted on that board.

Privacy Information

- Who has access to KJHK staff contact information?

Personal cell phone numbers and personal email addresses for KJHK staff members are for internal use only. Do not give out personal cell numbers or emails to anyone outside the KJHK staff. Each KJHK executive staff member has a KJHK email address that may be given to the public (example: stationmanager@kjhk.org). This is the best way to refer those looking to contact someone at the station to the appropriate staff member. There are also four KJHK business phone lines: Reception (785-864-4745), Music Office (785-864-5483), General Manager (785-864-2422) and Program Coordinator (785-864-4848).

Emergency Procedures

- What do I do in case of emergency?

KJHK Emergency Procedures, including Fire, Tornado, Medical Emergency, and Utility Failure, are posted at the station.

If you're locked out: You can call the custodian on duty at 785-423-7132 and identify yourself as a KJHK member. You should put that number in your cell phone to have as needed, along with current program director/station manager. You may also call this number if there is an immediate need for cleaning of the studios.

Emergency Maintenance: If there is a mechanical/electrical/heating or cooling/sprinkler problem, call the Union Maintenance pager at 785-830-5511, enter the number they can call you back at, and wait for the call.

Fire: If you're in one of the studios when a fire alarm sounds, strobes on the fire alarms will flash along with the rectangular light that says "FIRE ALARM". If you think you have time, you can put on a long song if you like, then exit the building quickly (don't forget your prox card key!). As you exit, make sure nobody else is in any other rooms in the station. Once outside, wait for the 'all clear' from the fire department before heading back in.

Severe Weather: You must go to a safe area within the Union in the case of a tornado; thunderstorms are at your discretion. Safe areas (interior areas with no glass) during a tornado include:

Level 1 – The Jay, Tunnel

Level 2 – KU Bookstore (not Jayhawk Ink)

Level 3 – Alcoves D and F, Restrooms

Level 4 – Student Involvement and Leadership Center’s north cubicle area
Level 5 – Jayhawk Room, Parlors
Level 6 – Restrooms

Other Campus Emergencies: If you’re in the studios of KJHK, you will see the “Fire Alarm” light flash even if there is no fire. Proceed to the KJHK reception area and listen to the enunciator speaker that describes the emergency and respond appropriately. For example, if KUPS advises a campus to lock down, make sure interior prox doors are locked, and you’re all set.

Emergency Alert System (EAS) Procedures

- What is the EAS?

EAS stands for “Emergency Alert System.” This is the device that automatically interrupts KJHK programming to alert listeners to important weather or public safety information, including child abduction alerts (known as “Amber Alerts”, and discussed below). The device itself is located in the lower rack just to the right of the Main Studio console. When active, the EAS interrupts programming.

- What do I do when the EAS activates?

In cases of severe weather, the EAS is not currently set up to receive Weather Service updates unless forwarded from another nearby radio station. Therefore, a live human in the booth relaying severe weather messages is always more reliable than a machine; check www.weather.com for updates and keep our listeners up-to-date and safe.

- Where is the Station Log/EAS Checklist?

The EAS (Emergency Alert System) Checklist is located in the back of the black binder marked “**FCC License, EAS Handbook, Station Log**” in the KJHK reception area. The Station Log/EAS Checklist is a history of weekly and monthly EAS tests that have been transmitted over KJHK’s signal in accordance with FCC regulations. KJHK’s EAS system is set up to occur automatically and will override whatever programming is on the air at any time. This is why you may occasionally hear loud beeping at random times.

- How do I perform an EAS test?

An FCC inspector may ask you to transmit a weekly test. To perform an EAS test, find the EAS machine in the rack of equipment to the lower right of the main studio console. On the face of the machine push the button marked “**Week**,” then select “Proceed.” The “outgoing alert” light will light up. When the light goes out, the test is complete.

- What do I do during an EAS Amber Alert?

In Kansas, state and local police use the Amber Alert System to notify the public about a missing child. In the event of an Amber Alert, the Emergency Alert System will briefly interrupt on-air broadcasts automatically. It is the responsibility of all broadcasters to bring the public’s attention to alerts of this nature.

It is necessary for the DJ to write down the information in the Amber alert and check www.ksamber.org to corroborate the information. The information may include the name of the child abducted, their description, a description of any suspects and where they have recently been seen. The DJ should communicate this information in a straightforward manner every 20 minutes during each stop-set. An example of what to say; “You’re listening to KJHK, Lawrence. We want to let our listeners know that at X:XX time today, area law enforcement issued an Amber Alert for our broadcast area. Details of this Amber Alert include...”

Continue to monitor www.ksamber.org every 20 minutes to provide additional information about the alert. www.ksamber.org will be updated once the Amber Alert is no longer active. Be sure to tell the on-air host after you when an Amber Alert has been issued.

Building Procedures

- Can I be in the Kansas Union after hours?

In short, only DJs who are actively hosting or preparing for a live DJ shift should be in the building after posted operating hours. For those who might be completing KJHK work such as editing a radio story, sports interview, etc., exceptions may be made to stay in the studio until midnight during the week. If you need to be in the station after posted operating hours, contact the Program Coordinator at least 12 hours in advance at mhair@ku.edu.

- Where can I go in the building after hours?

Students authorized to be in the station after building operating hours are expected to respect the building and its overnight staff. KJHK staff may be inside the studio, use the third floor restrooms, and use the water fountain closest to the third floor entrance (by Panda Express). All other areas of the building are off limits. Overnight staff should enter and exit the building by the third floor entrance. Staff members should not use prox cards to access the Union after building hours for anything other than KJHK business.

- Who can I contact on the building staff?

During operating hours, security concerns may be reported to the Union Building Manager on duty (785-423-7128). Custodial concerns may be reported to the custodian on duty. Should you get locked out of the studio after hours, call the custodian on duty at (785) 423-7132.

Studio Conduct Expectations

- What are the expectations for keeping the studio clean?

The KJHK studios and offices areas are to be kept neat and clean at all times. No smoking is allowed in the station. Food and beverages are NOT allowed in the Main Air Studio and Production Rooms. Food and beverages can be kept in the Music Library or the Reception area; those areas must be cleaned after they're used for food or beverages. Individuals are responsible for cleaning their own work areas. Please place garbage in the wastebaskets and cigarette butts in the outside ashtrays. Keep the station clean at all times, and be respectful of the very nice space we have.

- Are there other studio conduct expectations?

Yes. All DJs and other staff members are expected to be 100 percent sober during their shifts and when they are present in the KJHK studio. No alcoholic beverages or illegal drugs are permitted at KJHK's facilities or in the Kansas Union. Violation of that policy will result in immediate dismissal, and KJHK reserves the right to notify KU and any other local authorities of any illegal activity.

Guest Policy

- Can I have guests during my DJ shift?

DJs may have one (1) guest from outside the KJHK staff in the KJHK studio during their shift. These guests should be considered observers to your shift, not co-hosts. Guests who will be on-air (for an interview, call-in or otherwise) must be pre-authorized by the Station Manager or Program Director. Guests should sign in (listing their name, time in and out of the studio, and the DJ or staff member sponsoring their visit to the studio) with the KJHK Guestbook located on the desk in the Reception area. All KJHK policies apply to guests in the studio.

In-Studio Performances and Interviews

- How do in-studio performances and on-air interviews work at the station?

On occasion, KJHK has opportunities to broadcast live interviews, live musical performances, and similar live programming. The nature of live programming can potentially set KJHK up for a fine from the FCC if indecent material is aired. For this reason, **NO LIVE INTERVIEWS OR LIVE BROADCASTS** will be conducted without the permission of the Program Director. On-air guests, interviewees, and bands will be briefed before airtime on the noncommercial aspects of the station in addition to any applicable FCC rules and regulations. The KJHK staff member operating the console is responsible for any violations of FCC and station policy done by the interviewee or guests/artists at the station. The digital delay must be used for all shows airing live interviews or live broadcasts.

In-studio performances should be requested through KJHK's Multimedia Director. On-air interviews hosted by DJs should be requested through KJHK's Program Director. The Program Director can also assist with setting up an advance interview to be recorded in one of KJHK's production rooms. On-air interviews hosted by Arts & Culture or Sports staff members should be requested through the appropriate staff director, and advanced to the Content Director.

Shift/Sub Requirements

- What are the requirements for covering my shift or finding a sub if I can't cover it?

All DJs are expected to cover the full duration of their weekly shift unless they have communicated in advance with the Program Director. DJs may submit sub requests for their shift at least 7 days in advance of the requested date to the Program Director by emailing programming@kjhk.org. Advance requests are needed for DJs who have a scheduled academic conflict or scheduled out-of-town travel. If a DJ submits a request for a foreseeable reason after the 7-day limit, it's up to the DJ to find a sub to cover the shift. Last-minute requests may be submitted at least 24 hours in advance by calling the Program Director. Last-minute requests are permissible for illness, family emergency, or other emergencies as approved by the Program Director.

Leaving the Station Unattended

- Can I leave the station during my shift?

In almost every case, the answer is no. DJs may leave the main studio during a live shift to use the restroom, or in the case of a fire alarm, weather-related emergency, building emergency or public safety emergency. DJs are expected to otherwise remain in the studio and engaged in hosting their show for the full duration of their shift. Leaving the station unattended poses risks for FCC violations that can't be monitored, equipment issues that can't be fixed in a timely manner, and upset listeners who can't reach the on-air DJ.

It is not acceptable to leave the station before the end of your shift. If the next DJ has not arrived by the end of the shift, use the programming schedule and staff contacts list in the studio to call the DJ. If the next DJ does not answer that call, call the Program Director.

Preparing for Your Shift

- How do I get ready for a DJ shift at KJHK?

DJs are expected to get to the studio no fewer than 15 minutes before the scheduled start time of their DJ shift. This will allow time to pull music from the stacks to play on-air. The best DJs think about their shifts well before they arrive at the studio, and consider themes or finding segues between rotation tracks and what's available in the studio. There are hundreds of thousands of songs that have been reviewed by KJHK staff in the past 40 years and are available in CD, vinyl or digital format to air on KJHK. Don't play the same things every week. You are physically surrounded by new and different music to explore.

Rotation Guidelines

- What is rotation?

Rotation is new music from which DJs are required to select a certain number of songs per hour (the number of songs changes every semester but typically it is around 8 per hour). This applies specifically to "rotation" or "regular" DJs and not to DJs who host a special program.

The Music Directors divide new rotation into "heavy" and "light" categories. Check for weekly emails from the Music Directors on what's new in each category; there's also a list taped to the counter right in front of the DJ board.

On and just below the counter to the right of the console and CD players are racks of CDs that are currently in rotation. Each CD has a review inside to help guide the DJ in their selection process. Songs marked "DNP" (Do Not Play) or crossed off on the track listing should not be played because they contain profanity. Once a song has been played over the air the DJ should take the CD and place it in the "dead stack," or the bottom section of the CD rack below the counter. At the end of a DJ's shift, he or she should return the CDs from the dead stack to the bottom of the rotation rack. This ensures that the same songs are not overplayed.

In the Wide Orbit system, DJs should check when a rotation track was last aired to prevent over-playing it. To do that, click on the track button on the righthand screen/library screen. Then click "info" from the menu at the bottom of the screen. In addition to metadata (album name, year

released, etc.) about the track, the “info” window includes the time the track was last aired. If it’s within the past six hours, pick a different track to play.

Rotation is an important part of KJHK. Each week the Music Director reports the KJHK chart (made up exclusively of artists from rotation) to various music industry and media outlets. It’s also an important piece of our goal to provide new and interesting music to our listeners. What you play from rotation really matters because it has an impact on the KJHK chart and thus, the success of a specific artist.

Put albums in rotation back into the Rotation Rack – do not mistakenly file new music rotation in the KJHK Music Library – it keeps KJHK from accurately charting new music. This is crucial.

Re-filing Music

- How do I re-file regular music?

Aside from Rotation, DJs are encouraged to select music from KJHK’s CD, vinyl and digital library. Each physical album should have a review that suggests songs and informs the DJ about profanity. On older vinyl albums, a DNP may be marked as “AM Only.” These tracks are considered DNPs and should not be played in the AM or PM.

When an album is selected from the library, be sure to mark where on the shelf that album was pulled. Typically DJs leave the CD to the left or right of the pulled CD out an inch or two to remind them where the CD should be returned. It is imperative that DJs re-file their music after each show. Not re-filing music is grounds for punishment or dismissal from KJHK. If an album is not re-filed it is possible that the album will be lost or damaged.

On CDs the first two letters of the artist or band name are printed on the CD spine. This is intended to be a guide to easily locate the section in which a CD should be re-filed. Once the section is found, the CD should be filed in alphabetical order. Artists with a first and last name are filed by their last name. For example, Jonathan Richmond is filed in the R section and not the J section. If the album selected came from a special drawer (Jazz, Local, Hip-Hop, Electronic, etc.), re-file it in that drawer.

Music available at the station

- What music is available to me at KJHK?

KJHK has about four decades worth of music available to DJs to play on-air. In the station, that includes a robust collection of rock music along the studio walls, as well as collections of Jazz, Electronic, Local, Country/Folk, World, Soul/Funk/R&B, Hip-Hop and Compilation music in drawers in the Music Library. There’s also a rack of “Essentials,” or albums deemed classic KJHK listening material, in the main studio. Much of this collection is also archived digitally and is available to play through the WideOrbit system. Explore what’s available at the station to keep shows interesting from week to week.

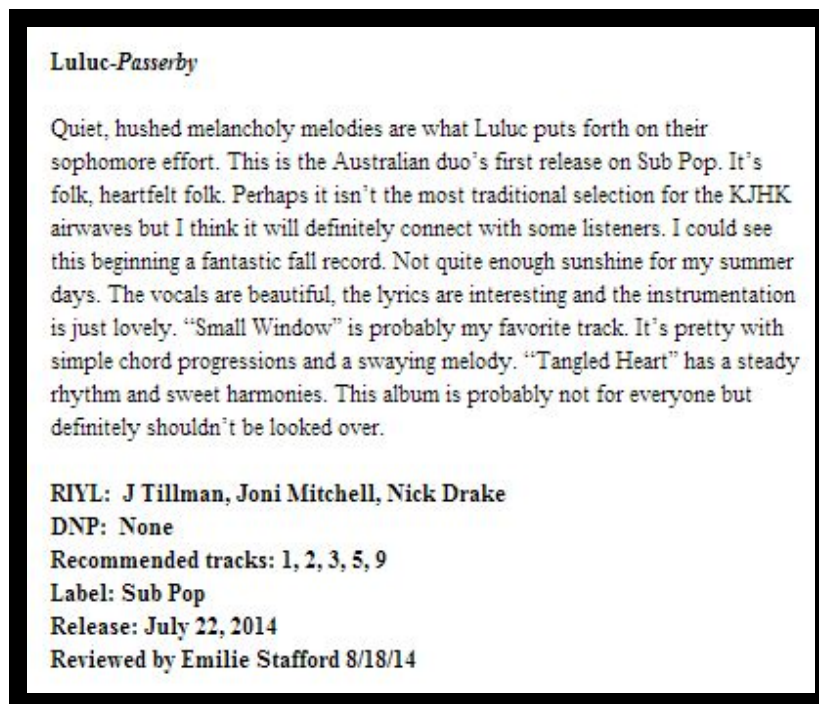
Important: The digital collection is still growing. Relying on it too heavily would prevent DJs from playing as diverse a collection as they could. Look around the station and play CDs and vinyl, too.

● Music reviews

Every CD and vinyl album at the station has a paper review attached to it. That review includes a list of similar artists, a description of the album, a list of recommended tracks, and a list of tracks that contain FCC violations and can't be played. Read the review carefully and select tracks from there. To avoid potential FCC violations, do not play music from CDs or albums that don't have reviews. If a rotation album is only available in the WideOrbit system, look for the review online at www.kjhc.org, or in the blue binder that lives next to the rotation stacks in the main studio.

Reviews on CDs and albums in the KJHC stacks look something like the picture below. Be sure to check out:

- RIYL (recommended if you like): Examples of bands that are in the same vein
- DNP (do not play): These are tracks containing FCC violations - do not play them
- Recommended tracks: These are the reviewer's favorites from the album



● Can I bring in my own music?

DJs must clear all outside music with the KJHC Program Director before playing it on air. All music must be free of FCC violations. Music approved by the Program Director can be played on CD or vinyl. If music from outside the station airs and contains an FCC violation, that violation will be the responsibility of the DJ who played it on-air. We believe your taste is impeccable -- but we need to make sure all music that comes into the station is FCC-clean, and that it fits the station's goal of remaining "your sound alternative."

● How can I get music added to the station's collection?

DJs have the option of joining the KJHK Music Staff to influence what goes into KJHK rotation and then into the stacks and the digital collection. The Music Staff reviews new releases and considers them for airplay.

More about airing music

- Is there anything else I should know about airing music?

Due to U.S. copyright law, radio stations are prohibited from playing entire albums on-air without legal consent from albums' respective copyright holders ... this would make it far too easy for music piracy to occur.

There are also copyright rules related to how many tracks by a specific artist a station can stream online. Since KJHK streams its broadcast online 24/7, here are the rules we must follow:

1. No more than 4 tracks by the same featured artist (or from a compilation album) may be transmitted to the same listener during a 3-hour period (and no more than 3 of those tracks may be transmitted consecutively).
2. No more than 3 tracks from the same album may be transmitted to the same listener within a 3-hour period (and no more than 2 of those tracks may be transmitted consecutively).

To follow those rules, be sure to vary your set and avoid playing multiple tracks from the same artist or same album.

Filling Requests

- How do listeners request songs, and how do I fill requests?

KJHK listeners can request songs by calling the request line (785-864-4747). When a call comes in, a strobe light to the right of the console will flash to alert the DJ. There will be a brief delay, then the phone on the counter will put the call through (it won't ring, but you'll see the call information on the phone screen). Always answer the request line when possible. Listeners also submit requests by tweeting @KJHK.

When taking requests by phone, let the listener know that you'll look for that track in KJHK's collection and that you'll play it if you can. During rotation shifts, all requests relevant to KJHK's collection may be aired. During Jazz in the Morning, Beatlovers, Local Music or Special Programs, the DJ may play requests relevant to that program. Requests may be filled by playing a CD or record from the stacks, or finding the track in the WideOrbit system. We are not able to fulfill requests in any other way.

On-Air Persona

- How do I talk on the radio?

Prior to speaking on-air, think about what you want to communicate. When you go on the air try to speak in an articulate and concise manner (less talk more rock). Keep in mind that the audience cannot see you and that speaking with someone in-person and over the radio can have different effects. If you think you sound a little bit tired, bored or uninterested the audience will think you

sound REALLY tired, bored or uninterested. It isn't necessary to have the traditional radio personality, but it is important that you sound excited to be on the radio, which you should be!

At any given time, there are 100 to 1,000 people listening to the on-air DJ. Program and speak to your whole audience, not just to yourself or your friends. KJHK's listenership includes undergraduate students, graduate students, staff, faculty and community members from Lawrence, and additional listeners from all over the country. Take it seriously, respect the audience, and they'll stay tuned in to your show.

Speak up, speak directly into the microphone, and always listen to yourself on headphones.

Tips for Speaking On-Air

- What should I talk about on-air?

On-air hosts should back announce every twenty minutes: at the top of each hour and at twenty and forty minutes after the hour. During back announcements the on-air host usually speaks on some of the following:

- Songs that just played: "in that last set we heard music from..."
- Songs that will be played soon: "coming up we will hear..."
- Station reminder "you're listening to 90.7 FM, KJHK at the University of Kansas..."
- Weather (available at www.weather.com) "current temperature is 55 degrees going up to 62 today with chance of rain this evening..."
- Request line reminder (785-864-4747)
- Events calendar from www.kjhk.org
- Tangents (if you go off on a tangent, be sure it is relevant to the listeners and that it is appropriate for on-air conversation – "good luck to those studying for finals..." or "thanks to the caller who requested this next track..." are examples of appropriate tangents)

- Is there a specific time I should talk about those things?

Generally we suggest DJs talk about the weather at each :00 break and upcoming events at each :40 break. If there are items DJs should be forward promoting (such as station-sponsored events), information will be placed in the main studio.

FCC Rules for Speaking On-Air

- What FCC rules should I know about for speaking on-air?

The FCC has licensed KJHK as a non-commercial radio station. Non-commercial radio stations differ from commercial radio in a few simple ways. First, non-commercial radio stations cannot promote anything but the station itself. Second, non-commercial stations can't make calls to action. Finally, non-commercial stations do not sell advertisements or commercials.

1) Remaining non-promotional - One difficult trick to hosting a program on non-commercial radio is speaking without promoting any particular business or organization. The FCC can dish out serious punishments or fines to noncommercial stations if promotional language is used, regardless of

whether promotional language is intentional or unintentional. It is important to note that an on-air host can share his or her opinion, if it is made clear that it is his or her opinion.

NO: “The chocolate ice-cream at 31 Flavors is the best.”

YES: “31 Flavors serves all kinds of ice-cream, including chocolate.”

YES: “Chocolate is my favorite flavor of ice-cream at 31 Flavors.”

2) No calls to action – A call to action is simply the use of a verb to instruct a listener what to do. “Stop by Yello Sub.” “Check out the Granada tonight.” Etc... On non-commercial radio calls to action are not allowed and are punishable by the FCC. To avoid calls to action try to be informational with your speech. Don’t tell the audience what they should do; tell them what is available for them to do, should they so choose.

NO: “Check out the Shins tonight at the Bottleneck.”

YES: “The Shins are playing tonight at the Bottleneck.”

NO: “Call 864.5483 for more information.”

YES: “More information is available at 864.5483.”

The only time a call to action is acceptable is when it is referring to KJHK programming or KJHK fundraisers. For example, “Keep it locked to KJHK” and “Check out the KJHK fundraising concert” are okay to say over the air.

3) Announcements vs. advertisements - When pre-announcing donor breaks, **don’t refer to the donor announcements as commercials or advertisements.** Refer to them simply as “announcements.”

Legal Station IDs

- What constitutes a legal station ID?

The Federal Communications Commission (FCC) requires that all radio stations operating within the United States give a “legal ID” at the top of every hour. A legal ID consists of a radio station’s call letters and the city of license. **In our case, the necessary legal ID is “KJHK, Lawrence.” It can be embellished upon, but those two words must be heard right next to each other.**

Although it is not necessary to give a legal ID at the EXACT top of an hour, it is necessary to have it either two minutes before or two minutes after the top of the hour. An on-air host can say a legal ID, or they can play a legal ID file from WideOrbit.

Legal IDs can be found can be found in WideOrbit by searching the IDS category; to do this, enter “IDS/” in the search bar of the library screen on the right.

Some DJs choose to mix a legal ID into the music they are playing. This is okay ONLY if the volume of the music is reduced significantly AND the legal ID is played/said at a point in the music when there are no vocals or speaking.

DNP Definition

- What does DNP mean?

“DNP” means “Do Not Play.” Songs marked Do Not Play (DNP) must be avoided at all times. The FCC could fine KJHK significant amounts of money for playing just one DNP. Keep in mind that KJHK is a student station and does not have money lying around to pay such fines. Therefore, if the station is given a fine it will probably mean the station going off the air. Some LPs in KJHK’s collection may be marked with “AM Only.” These are the same as DNPs and should not be played either.

As a general rule, curse words, and any non-medical term that describes an excretory, sexual or bodily function can’t be aired on the radio. These words are considered obscene and will result in a fine from the FCC. (For example: “Piss” is a no, but “pissed-off” is okay if the use is fleeting. DJs should not say “pissed-off” over the air, but if a song includes this in the lyrics it should not be considered a DNP). Offensive or derogatory terms are also considered DNPs. KJHK follows the no-obscenity rule 24/7.

In addition to these obscene words, “indecent language” can also result in a fine. Indecency, as defined by the FCC, is discussion or mention of sexual or excretory functions in a non-scientific manner. Therefore, some crass humor could be considered indecent and should be avoided. In general, remember that KJHK is not in the business of shocking people into listening.

DNP Procedure

- What should I do if I play a DNP?

If you accidentally play a song that is a DNP, fade the song out, put on a new song, and let the Program Director and the General Manager know immediately. No matter what the circumstances are, alert them immediately. They will need to know the name of the song, name of the album, and time the song aired.

If the DNP in question was not marked on a KJHK album, add it to the list of DNP tracks in the music review attached to that album. If the DNP in question occurred from the WideOrbit system, open the “info” window for that song and add “DNP” to the front of the track title. Alert the General Manager and Program Director immediately that the song should be removed from the WideOrbit system.

If the DNP in question shows up on something you brought in to the station, disciplinary action may be taken against you for not screening your own music, and you may be required to submit proposed playlists to the Program Director prior to your weekly show.

Section 4: DJ in-studio training

Main Studio Equipment Review

See the Studio Equipment Guide, which will be sent out to all DJs by email.

FCC License Location

- Where is a copy of KJHK's broadcast license?

This is important to know in the event of an FCC inspection. The original KJHK Station License is kept in the Public Inspection File in the KJHK General Manager's Office, located on level 4 of the Kansas Union. A copy of the license is in the "FCC License, EAS Handbook, Station Log" binder located in the KJHK reception area in a portable file, as well as the Public Inspection File. A copy of the license is also posted at the transmitter.

Public Inspection File Location

- Where is the Public Inspection File located?

This is crucial. The **Public Inspection File** exists in two places: one copy is located in the labeled portable file case in the KJHK reception area; the other is located in the KJHK General Manager's Office. The General Manager's office is on the 4th floor of the Kansas Union and can be reached at 785.864.2422.

The Public Inspection File is available for viewing between 9:00 a.m. and 5:00 p.m. Monday through Friday. **Anyone who requests to see the Public Inspection File, whether FCC inspector or a member of the general public, MUST BE GRANTED ACCESS DURING THE BUSINESS HOURS LISTED ABOVE.**

An FCC inspector may ask why the original Public Inspection File is not within the confines of main studio. For these purposes, KJHK has defined "main studio" as the Kansas Union. Therefore, the file may be kept anywhere on campus as long as its location is posted at the studio building (location is posted on studio room door), and the file is accessible during regular business hours. The original file is kept in the General Manager's office to ensure all necessary documents in the Public Inspection File are kept in a safe and orderly manner.

Contact Lists, Emergency Procedures Location

- Where can I find staff contact lists and KJHK Emergency Procedures in the main studio?

These documents are posted on the whiteboard to the right of the DJ console in the main studio. The board also includes passwords for studio computers. Also on the board is a call list for DJ questions or concerns -- please follow the order of contacts on the list (typically Program Director, then Station Manager, then Program Coordinator or General Manager).

Transmitter Operation and Logging Wattage

- What is KJHK's licensed transmitter output power?

KJHK is licensed by the FCC to broadcast at 2600 watts. The KJHK transmitter and tower are located on Stewart Drive, by the Lied Center. Acceptable fluctuations in power may be up to over 5% licensed power, or under 10% licensed power. Therefore, while 2600 watts is the licensed target, KJHK may operate in the range between 2340 watts and 2730 watts.

- How do you determine KJHK's transmitter output power?

This is determined by reading the Transmitter Remote Control, the grey/white unit with an LCD screen labeled "Transmitter Remote Control" and is located in the top space in the northern-most rack to your right below the countertop. The transmitter output power is the digital number on the face of

the Transmitter Remote Control when in the channel 'A2' position (you can use the "Channel Up/Down" buttons on the Transmitter Remote Control to get to channel 'A2' if it is on something else. The digital number reflects the number of watts emitted by the KJHK transmitter. This number should be within 50 watts of 2600. **Check this number at the top of shift to insure correct operating range!**

● How do you control KJHK's transmitter and its output power?

An FCC inspector might want to know that the on-duty radio operator (a.k.a. the DJ) is capable of controlling the transmitter. Control of the transmitter requires the knowledge and ability to carry out two tasks: First, turning the transmitter on and off and second, increasing or decreasing the power output. Both tasks can be managed from a remote control unit located in the main studio.

The remote control unit is a grey/white unit with an LCD screen labeled "Transmitter Remote Control" and is located in the top space in the northern-most rack to your right below the countertop. The remote control unit has four buttons: Two channel toggle buttons, plus an up button and a down button. With the channel toggle buttons you can switch between the unit's two main channel functions.

Turning the Transmitter On or OFF:

In the channel 'A1' position, the DJ is able to turn the transmitter on or off (by pushing the red button twice) or on (by pushing the green button twice).

Raising/Lowering Wattage:

In the channel 'A2' position, the DJ can increase output power (by pushing the green button) or decrease output power (by pushing the red button). Remember, the target wattage is just above/below 2600 watts!

Logging Wattage:

Before you begin your shift, please log the wattage listed on the channel 'A2' position. You can do this through the DJ Portal on the KJHK website. Once you're logged into the DJ Portal (under the 'About' Tab on the website menu), you can log the current wattage. If the wattage is not within tolerance and you need to raise or lower the wattage, please do so (via the instructions above) after logging the original wattage observed.

Console Operation

See the Studio Equipment Guide, which will be sent out to all DJs by email.

CD Players

See the Studio Equipment Guide, which will be sent out to all DJs by email.

Turntable Operation

See the Studio Equipment Guide, which will be sent out to all DJs by email.

WideOrbit Operation

Additional information is available in the KJHK Media Retrieval Training Manual, which all DJs will receive by email.

WideOrbit Categories Introduction

See the WideOrbit category map, which will be sent out to all DJs by email.

Traffic Logs

- How do traffic logs work?

All on-air staff are required to follow the traffic logs during their broadcasts. Traffic logs indicate when an on-air host needs to play a legal ID, donor announcements, promotional announcements or public service announcements. The traffic logs are typically three pages stapled together with the day of the week and the date printed in bold at the top of each page. Prior to each show, be sure you have the correct traffic logs for that particular date. At midnight a new day's traffic log can be found clipped to the whiteboard in the main studio, to the right of the console. At the end of the day the old traffic log can be thrown away.

All spots specified on the traffic logs should be played through the Wide Orbit system.

As the traffic logs indicate, it is necessary to play announcements at :20 and :40 of each hour. To follow the traffic logs, find the current and correct time on the log. There will typically be four spots listed. The spot category from the Wide Orbit system will be listed in the left column. The title of the spot will be listed in the right column.

Most announcements during the breaks will play from what WideOrbit calls "rotators." A rotator is a group of spots -- the system picks a spot from the group to play randomly, which keeps things sounding fresh for our listeners. Rotators keep listeners from having to listen to the same series of spots at the same time each week, and they give us a way to work in spots that promote what's actually going on on-air and online each week at KJHK, including spots that promote specific programs, web content, and upcoming events.

There's a category in Wide Orbit named "RTR" which contains all the rotators we'll be airing. Within these rotators are the actual spots themselves that randomly rotate through each specific rotator. Rotators are listed with their approximate length in Wide Orbit, since actual spot duration currently varies from spot to spot.

These "RTR" spots have specific suffixes you'll search for when placing spots in Wide Orbit for breaks. For example, let's say the traffic log is asking for the following:

3:00 PM	RTR	IDS
3:20 PM	RTR	PRO1
	RTR	PRO2
	RTR	PKG1

RTR

PJE1

Search for these in Wide Orbit by typing “RTR/ IDS”, selecting/dragging the rotator (it looks just like any other audio asset in Wide Orbit you’d see displayed) over to the stack or playlist, and then search for “RTR/ PRO1”, drag that over, and so on. The important part is to remember the RTR/ portion of the search, and then the appropriate suffix (PRO1, PJE1, etc.) to place the correct rotator into the playlist or stack.

IMPORTANT: We do not consider artist IDs (known as category EVR) as legal IDs (IDS category) - that's because it's too dicey to coordinate. Use “RTR/IDS” to play legal IDs at the top of every hour. The randomizer keeps listeners from hearing the same legal ID over and over.

For your reference, here’s what goes into each RTR or rotator:

RTR IDS	IDS	Legal IDs
RTR EVR1	EVR	Evergreen Artist IDs
RTR PJE1	PJE	Project Everyone
RTR PSA1	PSA	Public Service Announcements - Community
RTR PSA2	PSA	Public Service Announcements - KU
RTR PROE	Promos - Evergreen Shows	Jazz, Beatlovers, Rotation Promo Spots
RTR PRO1	Promos - Monday Shows	Monday Special Programs
RTR PRO2	Promos - Tuesday Shows	Tuesday Special Programs
RTR PRO3	Promos - Wednesday Shows	Wednesday Special Programs
RTR PRO4	Promos - Thursday Shows	Thursday Special Programs
RTR PRO5	Promos - Friday Shows	Friday Special Programs
RTR PRO6	Promos - Saturday Shows	Saturday Special Programs
RTR PRO7	Promos - Sunday Shows	Sunday Special Programs
RTR AIR1	On-Air this week: Mon-Thurs	Forward promotion of programming M-Th
RTR AIR2	On-Air this week: Fri-Sun	Forward promotion of programming Fri-Sun
RTR WEB1	Online this week at KJHK	What’s new this week at KJHK.org
RTR EVNT	Community events	Specific recommended events for the week
RTR MORE	KJHK Beyond	App, Store, Social, Friends of KJHK promos
RTR PKG1	KJHK Donor Package 1	Semester-long donor spot overruns
RTR PKG2	KJHK Donor Package 2	Semester-long donor spot overruns

Disclaimer

● What is the disclaimer?

KJHK is required to air a disclaimer (DIS in the Wide Orbit system) once each day at midnight. If your pre-programmed shift begins at midnight, you are responsible for including the disclaimer at the top of your show. The disclaimer is located in the “DIS” category in WideOrbit and can also be played like any legal ID, promo, donor announcement or PSA.

At the discretion of the Program Director, it may be required to play the disclaimer at the beginning and/or end of any talk program, dependent on the nature of the program being aired.

EAS Operation

Please refer to the EAS section of Section 3: Essential DJ Knowledge in this guide.

Main Studio Computer

The iMac in the main KJHK studio is used for internet only. DJs should keep tabs open for logging music on KJHK.org, taking requests through the KJHK Twitter account, monitoring the number of stream listeners at KJHKstream.org, monitoring the weather, and reading information about upcoming events from the KJHK online events calendar (www.kjhk.org/events).

There is not an audio connection between this computer and the main studio console.

Logging Wattage and Logging Music

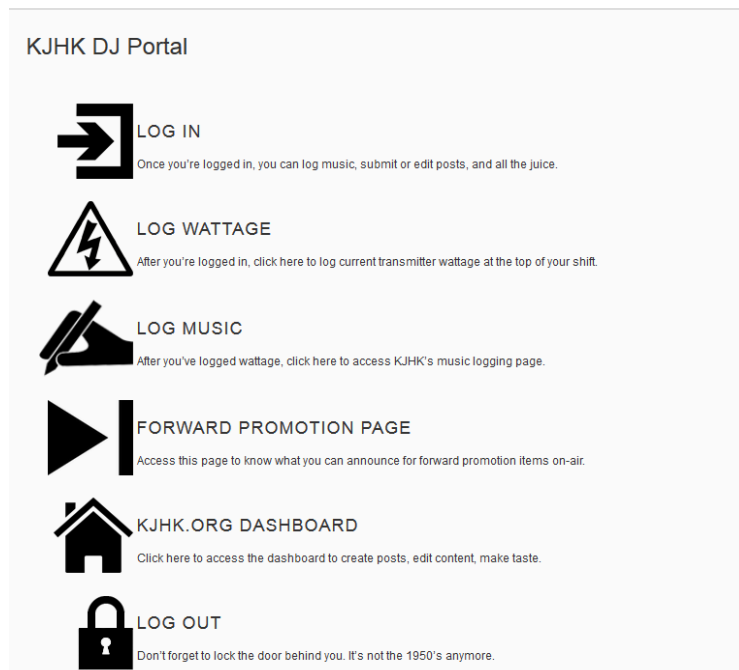
- How do I log music?

It is required for all on-air hosts who play music during their program to keep a log of the music they play. DJs enter music in the log through the “DJ Portal” section of www.kjhk.org.

DJs are required to log all tracks played from CDs, vinyl, or any source other than the Wide Orbit/digital system. If you’re playing tracks from the Wide Orbit system, those will be logged automatically.

To get to the DJ Portal section of www.kjhk.org:

1. Go to www.kjhk.org
2. Hover over the “DJs” tab on the top horizontal menu
3. Select “KJHK DJ Portal” from dropdown menu
4. The top option on the DJ Portal page will be “Log In”
5. Click that, and enter your username and password -- the Program Director will email these.



After you’re logged in, click “Log Wattage” from the DJ Portal menu. Note if the transmitter was on or off when you arrived (it should almost always be on), what the wattage is, and the time you started your shift. Hit “submit,” and you’ll be taken back to the DJ Portal menu.

The online music-logging page (when you’re logged into kjhk.org) can be

accessed by clicking “Log Music” section on the “DJ Portal” page.

The music-logging form is made up of sections. In the first section, “type,” select whether or not the album is from rotation (the stack of CDs in the rack on top of the main DJ counter, or from the “ROT” category in Wide Orbit): “rotation” or “everything other than rotation.” If the song is from an album in rotation, select “rotation.” In the next area, type the name of the artist, and follow in the other columns with the song title and album title. When ready to submit, click the “submit” button at the bottom left of the screen.

In the “album” field, if the album is self-titled, type in the band name. Avoid using quote marks around song or album names.

What’s logged in the form appears as entered on the front page of KJHK’s website. For that reason, if an album or band name contains profanity, edit it out. For example, the band F*** Buttons does not need to have its full spelling displayed on the station’s homepage.

Log music correctly, and log as frequently as you can – ideally you should be submitting a log for each song immediately after you begin playback of the track. However, do not log music in advance – that is to say, submit a song before you air it – theoretically someone could record the song and copy illegally if you give advance notification of your playlist via the log.

When you click the “submit” button, you will no longer be able to edit the songs you’ve entered and they will appear on KJHK’s website. This way, www.kjhk.org will also be updated so internet listeners will know what you’ve played most currently. If you would like internet listeners to have the most up-to-date logs it is a good idea to update the log more frequently.

Section 5: WideOrbit digital media retrieval system

Why we use WideOrbit

The WideOrbit media retrieval system makes it possible for KJHK to stay on the air for 24 hours a day, every day of the year. That includes overnight programming and programming during academic breaks.

History

KJHK installed the digital media retrieval system in December 2013. Prior to using WideOrbit, the station went off the air during academic breaks.

Goals for Digital Media Retrieval

In addition to staying on air all the time, KJHK hopes to use its new digital media system to catalogue its archive of music, making files easily accessible and helping keep special programs running from one semester to the next.

Organization, Processes for WideOrbit Use

For more information about how to use WideOrbit in production mode, how to use the Playlist Editor, and how to use Audio Finder, refer to the WideOrbit guides.

Expectations for Playlists

DJs making overnight or pre-produced playlists are expected to put an equal amount of thought and effort into the process as they would for a live, on-air shift. The listeners hear the programming the same way. Expectations for playlist making include:

- Following all FCC regulations
- Creating unique playlists for each assigned time slot
- Voice tracking :00, :20, and :40 breaks
- Including required station voice tracks (kjhk.org, events calendar, etc.)
- Following the traffic logs for the assigned time slot
- Following rotation requirements for the assigned time slot
- Previewing all tracks before including them in the set

Expectations for Pre-Production

DJs with live on-air shifts will be asked to pre-produce shows using the WideOrbit system to keep their shows going during academic breaks. For example, a DJ with a live show in the fall would be asked to pre-produce that show time to air during Fall Break, Thanksgiving Break and Winter Break.

DJs with overnight shifts (12-6 a.m.) will be asked to pre-produce shows for a set airtime weekly.

More information, how-to, picture guides, etc.

For more information about how to use WideOrbit in production mode, how to use the Playlist Editor, and how to use Audio Finder, refer to the WideOrbit guides.

Section 6: But Why?

Why do I need to know all this stuff?

The University of Kansas is placing its trust in **you** to protect their FCC license for KJHK. While there are certainly lots of things that you must know to operate KJHK, it is all in the name of providing you and all KU students with something priceless – the power of radio that is KJHK 90.7 FM. By knowing how to keep the station up and running and FCC-legal, you insure that thousands of current and future students, listeners, and Lawrence residents benefit from KJHK's unique presence on the airwaves.

If you ever have questions about how something works at the radio station, please don't hesitate to ask someone to help. You can start with the KJHK Program Director, and if he or she can't answer your questions, ask the KJHK Station Manager. Don't be intimidated by not knowing something -- find it out!

KJHK is grateful for you taking the time to acquaint yourself with how things work at the station, and is of course grateful for the time and talent you choose to share with KJHK. Thanks again for your contributions, and keep great student radio alive and well at KJHK!

Glossary of DJ Terms

A list of commonly used terms for KJHK DJs:

- Beatlovers - weekday morning programming, focused on hip-hop, R&B, soul, funk, reggae and some beat-oriented electronic
- Board/Console - the main operating station in the main studio
- DNP - “Do Not Play” - this is our label for music tracks that contain FCC violations; do not play DNPs on the air
- Engineering - the room at the back of the station that houses all our computers and broadcast equipment; off-limits to most staff
- Exec Staff - student directors at KJHK
- FCC - Federal Communications Commission, the entity that licenses broadcast stations
- Jazz in the Morning - weekday morning programming, focused on jazz
- Legal ID - played at the top of every hour; our legal station identification is “KJHK Lawrence”
- Music Office - office for KJHK’s Music Directors at the station
- Prod 1/Prod 2 - production rooms at the station (available for reservations)
- PSA - public service announcement
- Rotation - new music reviewed by KJHK’s music staff; also weekday afternoon programming
- Special Programs - evening programming, with a specific theme or genre
- Spots - these are announcements about donors or things happening at the station that we play during breaks; we say “spots” or “announcements”; we *never* say “commercials” or “advertisements”
- Stacks - the physical music collection (CDs and vinyl) at KJHK
- Stream - listeners can tune in to KJHK online at www.kjhk.org
- Traffic log - the list of spots to time at specific times on specific days
- WideOrbit - this is our media retrieval system; we use it to play music and station announcements