

WVBU 90.5 FM Lewisburg
Bucknell University
Lewisburg, PA 17837

Important Rules and Regulations For Broadcasting

Here is a summarized list of some of the most important guidelines that you must adhere to as a DJ for WVBU. Please note that you should be familiar with the complete set of rules and regulations as described in the WVBU Constitution and By-Laws before you take the on-air clearance test.

BROADCAST FORMAT

- Playlist – The standard show (non-specialty) at WVBU must contain a total of 6 songs off of the playlist. The playlist is compiled by the Music Director every few weeks, and is divided into three sections called the “Heavy”, “Medium”, and “Light” rotations. The names describe the amount of airplay for each CD, not the type of music. The individual rotation requirements are as follows:

Heavy: 3 songs

Medium: 2 songs

Light: 1 song

- Station ID – A legal station identification is required at the top of every hour. A legal station ID would be “90.5 WVBU FM Lewisburg,” and can be played off of a production disc or spoken. Although the requirement means that you only have to have about 2 IDs per show, it is good DJing practice to announce the station every 15-20 minutes.
- PSA – At least one Public Service Announcement should be played or read every hour. There are some good PSAs on the production discs, and there is a binder by the computer with pre-made PSAs to be read.
- Music Log – Everything that you play on your show needs to be recorded in the music log. When you start your show, sign your name and the time on the first line. Every song that is played must be listed by the artist, the album, and the song title. You must indicate songs you played from the playlist, AS WELL AS A RECORD OF THE STATION IDs AND PSAs.
- Program Log – You must sign the program log at the beginning and end of every show.
- Transmitter Log – The transmitter log must be signed if you have the first or last show of the day.

OBSCENITY AND INDECENCY

- A DJ may NEVER say obscene words or references on the air! This also goes for guests in the station and callers you put on the air.
- The Safe Harbor Period is defined by the FCC between 10 pm and 6 am, and during this time (and this time only!) you may play material with obscene language. It is good etiquette not to overdue this practice, so use your own quality Bucknell judgment.
- The Safe Harbor Period Warning must be played at 10 pm regardless of what material you plan

on using. It is a good idea to replay the message throughout your show if you are playing offensive material.

- Before you put a caller on the air, you must first ask the person's permission, and then remind him or her not to use obscene language.
- If something is played in violation of the obscenity regulations you may use the audio delay machine to cut it out of the broadcast if you catch it on time. Otherwise you must terminate the material and apologize on the air.

VARIOUS STATION RULES

- Food and beverages are allowed in the station, but please keep them away from the equipment. Coffee on the board is NOT a cool thing, no matter what you might be led to believe!
- Drugs/Alcohol – A DJ may not be under the influence or in the presence of illegal substances during his or her show. This applies to guests as well!
- Guests – The maximum number of people allowed in the station is 6, which means that you can have up to 5 guests in the station at a time.
- A licensed DJ must be present in the studio at all times when the transmitter is operating.
- Production Room – Only DJs and DJs-in-training may use the equipment in the Production Room.
- CDs, records, and equipment may NOT be taken out of the studio for personal use.
- Harassing/Threatening Phone Calls – If you should receive a threatening or harassing phone call, lock the station door immediately, call Public Safety and the Station Manager, and note the time of the call.

OTHER

- Try to arrive at your show at least 15 minutes in advance to get ready.
- Make sure your music is put away in the appropriate spots after you show.
- If you cannot make you show, it is your responsibility to find a substitute. Make sure you let the Program Director know about your scheduling conflict as soon as you find out.

The success of WVBU depends on the quality of our DJs. You should have fun hosting your show, but remember to be responsible and professional in what you say and play, and how you operate the equipment.

Note that violations of these rules and regulations will result in penalty depending on severity and frequency.