



Staff Handbook

Spring 2015 — Revision 2.0

This book contains instructions on how to use all basic equipment in WMFO's studios, as well as station policy. It is the definitive instructional resource for training, retraining, and any technical or policy questions.

Authored By

Rebecca Alpert
Nicholas Andre
Max Goldstein

Table of Contents

[Chapter 1: General](#)

[What To Do If There Is a Problem](#)

[Contact Numbers](#)

[Further Questions and Getting Involved](#)

[Station Maps](#)

[Hallway](#)

[Common Room](#)

[Studio A](#)

[Record Library](#)

[Chapter 2: Sound Board](#)

[Basic Audio Mixing](#)

[Commonly Used Sources](#)

[Answering Phones — FCC Requirement!](#)

[Previewing Channels](#)

[Setting Levels Correctly](#)

[Changing Sources](#)

[Changing Profiles](#)

[Troubleshooting the Board](#)

[Phones are not displaying a single dot](#)

[The board is frozen/broken](#)

[Rivendell](#)

[Automation On/Off](#)

[PSAs](#)

[Automatic Logging](#)

[Chapter 3: Spinitron](#)

[Basic Usage](#)

[Manual Logging — Required when not using Rivendell!](#)

[Special Logging](#)

[Political Reporting](#)

[Community Issue Reporting](#)

[Chapter 4: Station Access](#)

[Card Access Basics](#)

[If Your Card Stops Working](#)

[If Your Card Stops Working and You Need to Get into the Station](#)

[Access to the Music Department Office and/or Studio B](#)

[Chapter 5: Training](#)

[Required Training](#)

[Music Department Training](#)

[Audio Engineering Training](#)

[Continuing Education](#)

[Chapter 6: Basic Studio Policies](#)

[Where to Find WMFO's Policies](#)

[Mandatory Equipment Use](#)

[Broadcast Regulations](#)

[Drugs/Alcohol](#)

[Sexual Harassment and Non-Discrimination](#)

[Property](#)

[Guests](#)

[Shows](#)

[Subs](#)

[Volunteering](#)

[Staff Meetings](#)

[Staff Newsgroups](#)

[Food/Beverages](#)

[The Public File](#)

[FCC Inspection](#)

[Violations](#)

[Chapter 7: Further Information](#)

Chapter 1: General

What To Do If There Is a Problem

Please call if the matter is urgent. If not, use email. Using the [wmfo-ops elist](mailto:wmfo-ops@googlegroups.com) for non-urgent operations-related issues and questions will ensure that a wide audience sees your problem quickly. The address is wmfo-ops@googlegroups.com.

Examples of urgent problems include:

- The board is not working
- The phones are not working — the FCC requires WMFO to have working phones
- Static and faint NPR are coming over the monitor feed (External 1) and the hall monitors, and you have not heard of planned maintenance. This means the transmitter is not broadcasting and nobody is hearing you
- Computers or equipment are not functioning correctly, in a way that hampers legal operation of the station per FCC rules
- Automation fails to start or stop

Contact Numbers

Up-to-date contact information is posted on the wall in Studio A, above the phones. These include numbers for both equipment- and non-equipment-related concerns. You can also find numbers on the business cards in the lounge.

1. Operations Director: Nick Andre (617) 699-7058, ops@wmfo.org
2. Former Operations Director: Max Goldstein: (904) 403-4250
3. Chief Operator: Ben Yu (508) 423-8528, co@wmfo.org

Contact Numbers for non-equipment issues

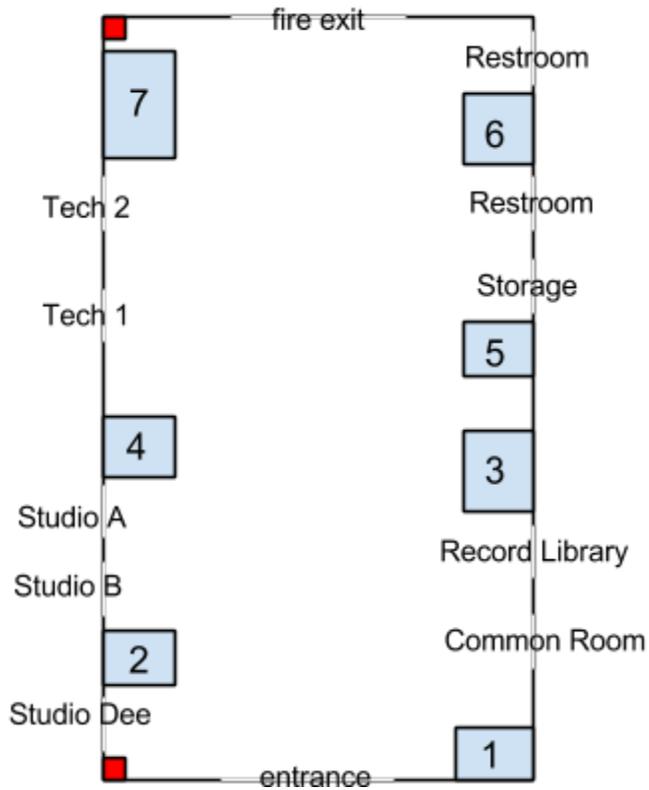
4. General Manager: Parker MacLure (443) 629-8765, gm@wmfo.org
5. Assistant General Manager: Willy Kite (513) 328-6868, agm@wmfo.org
6. Program Director: Erik Fink pd@wmfo.org

Further Questions and Getting Involved

If you have questions about any of the more advanced functionality of WMFO's equipment, please contact ops@wmfo.org. If this equipment interests you, we recommend you contact ops@wmfo.org for more information and to hear how you can join in on the fun. If you have questions about shows, station policy, station access, or scheduling, please contact pd@wmfo.org.

Station Maps

Hallway



1: Volunteer log, vinyl, and bulletin board

2: Vinyl

3: Vinyl and 45s

4: Vinyl

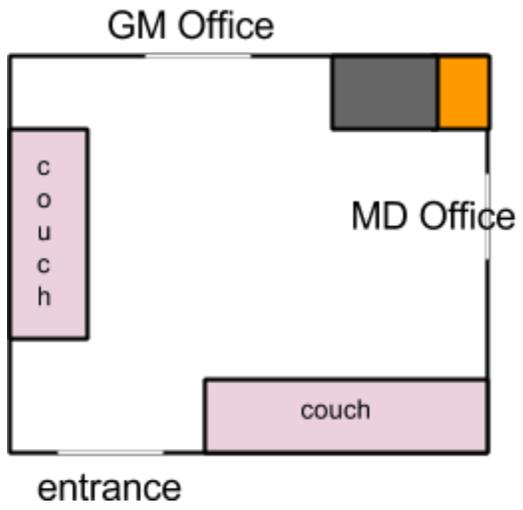
5: CDs

6: Reel-to-reel tape

7: Cassettes

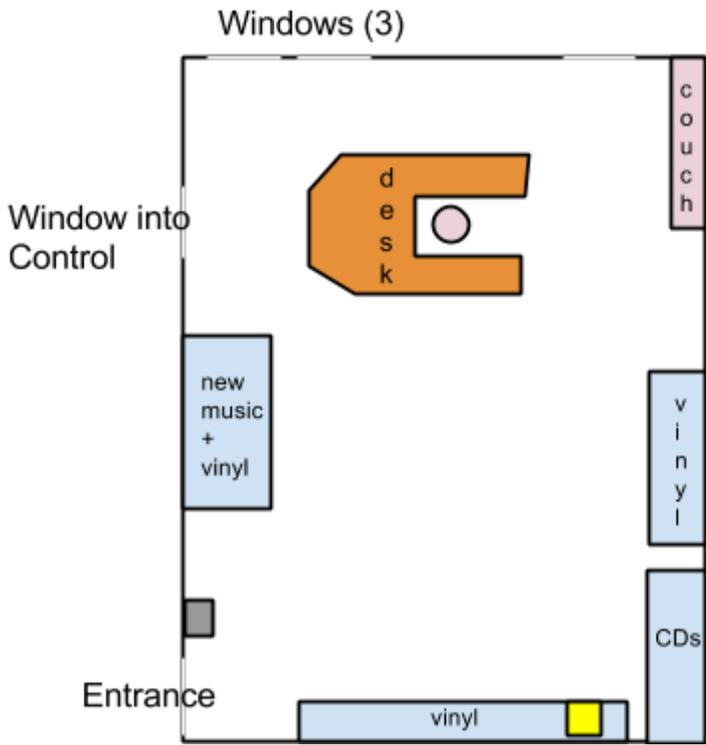
Red: Fire extinguishers.

Common Room



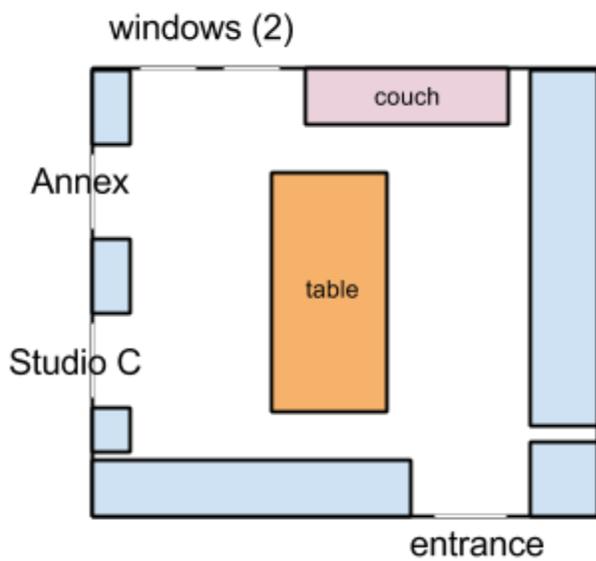
Gray: GM, Ops, and PD mailboxes, as well as the fridge
Orange: File cabinet where the public file is kept.

Studio A



Yellow: Lost and found
Gray: Staff mail area

Record Library



Blue: Shelves of CDs and vinyl

Chapter 2: Sound Board

Basic Audio Mixing

A sound board allows you to combine multiple sources (microphones, CD players, computer audio, iPhones) into a single audio feed that we can use for broadcast. The main section of the soundboard is organized into channel strips, one for each source. You can visualize a sound board by imagining each source being plugged into the back of each channel where the LCD displays are located. Each sliding fader controls the volume of the source plugged in behind it, with the red bar denoting the “normal” volume. To put a channel “on-air” so that it goes to the transmitter and people can hear it, you must first turn the source on by pressing the red button and then raising the volume. To start, place the volume at the red line near the top of the slider. **Do not push the slider all the way to the top unless you have a reason for doing so.**

If you’re using one of the in-studio sources like the CD players, microphones, or Rivendell, you should not have to adjust the fader from the red line. However, if you’re using an iPhone, computer, CD of questionable origin, etc. **you need to check the level of the source and adjust it appropriately.** See the section “Setting Levels Correctly” later in this chapter.



Listening to the mixed audio

Another function of the soundboard is to allow the DJ to hear the audio in the station. There are several places where you can listen:

1. The “sum” of all the sources you have “mixed” together using the sound board (called Program 1). This will sound normal even if the transmitter is off!
2. A radio, mounted on the wall in Studio A, which listens to the transmitter broadcast (called External 1)
3. A preview of the audio generated by any source on the board. For example you can listen to your computer by previewing the “Aux 1” source before you put it on air (while the computer is muted, for example).

On the right side of the board, you should see the pictured “monitor section” of the board. The section is organized into two columns, each labeled at the bottom with “Monitor 1” for the overhead speakers or “Headphones” for the DJ pair of headphones.

The ten buttons directly above each knob allow you to choose a feed to listen to. Most of the time, you should set the monitors as at left — here the headphones listen to the Program 1

feed and the overhead monitors listen to the External 1 radio. To preview a source, press the button labeled “Preview” on the channel strip that displays the source name.

Commonly Used Sources

You can mix audio from the following sources:

- Four studio microphones
- Rivendell’s library (see below)
- Two aux in (headphone) jacks
- Three CD players
- The computer’s audio output or “Web browser”
- Vinyl turntables: One standalone, and two part of the separate DJ mixer
- A cassette deck
- The phones (!)

There is one cable, wrapped in red tape, that plays the “Program 1” feed. This should be used, connected to the “Line Input” of a computer or other recording device, to record shows. Do not connect this to your headphone jack!

Downloading Show Archives

The recommended way to download copies of your show’s recording is to via download.wmfo.org. Use the password “freeform.” Due to DMCA regulations, this link should only be shared within the WMFO community. Copies of all shows are kept several months before being deleted in order to recover disk space.



Answering Phones — FCC Requirement!

You must be able to answer the WMFO listener lines when they ring. When someone calls in, the flashers above the monitors activate. A few seconds later, Button A (Set) will flash orange on the phone fader for that line.

Pressing Button A is equivalent to picking the phone handset up, per its hieroglyphic. You can talk to a caller in one of two ways:

1. Using the Preview function with Talkback to talk to the caller off-air.
2. Putting the caller on-air.

For (1) above, hold Talkback (B), press Preview (C), and then release both buttons. Use the DJ headphones and Mic 1 to talk to the caller.

For (2), press Button (D) and put the fader up. The caller will hear everything on air, so they will be able to talk with anybody whose microphone is on. Pressing Button (D) will automatically turn off Talkback (B) and Preview (C). If you wish to continue doing your show and leave the caller on hold for a minute, you can also turn them off yourself by pressing both (B) and (C) simultaneously. Your headphones will return to listening to the air feed.

Note: It is highly recommended that you screen callers off-air, in order to ensure quality.

When you are done, you must:

1. Turn off the fader by pressing the yellow OFF button at the bottom and lowering the fader
2. Turn off Talkback and Preview by pressing (B) and (C)
3. Press Button (A) to unhook the phone.

If you do not do (3) above, the line will be busy and nobody will be able to call the station!

When you are done, you should see a dot in the display above. If you do not and you see a square or an arrow, ensure all the buttons (including Set, Hold) are off.

To Dial Out From The Board

You can press the Set button, use the keypad on the right of the board, and hit enter in order to dial out from the board. It's a Tufts line, so no long distance. Dial 9 to get out.

Previewing Channels

You can preview any channel without placing it on air using the Preview button (C). Note that a previewed channel will still go on-air if the fader is on and up. Previewing ducks (dims) the monitors and sends the previewed channel's audio to the DJ headphones.

Rivendell preview: Do not use regular preview with Rivendell, as it will log previewed songs automatically to Spintron. Use the on-screen play button in the Rivendell search panel when adding a song. The DJ headphones will automatically be switched to the Rivendell feed. This function is also available on External 2, and sends the audio to the monitors (which will be ducked). Rivendell preview also ends automatically when you close the window or press stop.

Setting Levels Correctly

In order to set levels correctly, you have to see the current levels on the meters. Just as there are multiple points to listen to the station audio, there are multiple meters to view the different audio streams. The meters are labeled in the same way as the monitor section above.

"Program 1" refers to the soundboard feed and "External 1" to the radio receiver.

Reference the leftmost "Program 1" meter when setting levels. Do not reference the "External 1" meter. There is a very expensive box that attempts to fix your volume errors and maximize/normalize the volume right before the transmitter, so you will not be able to accurately see any problems on that meter.

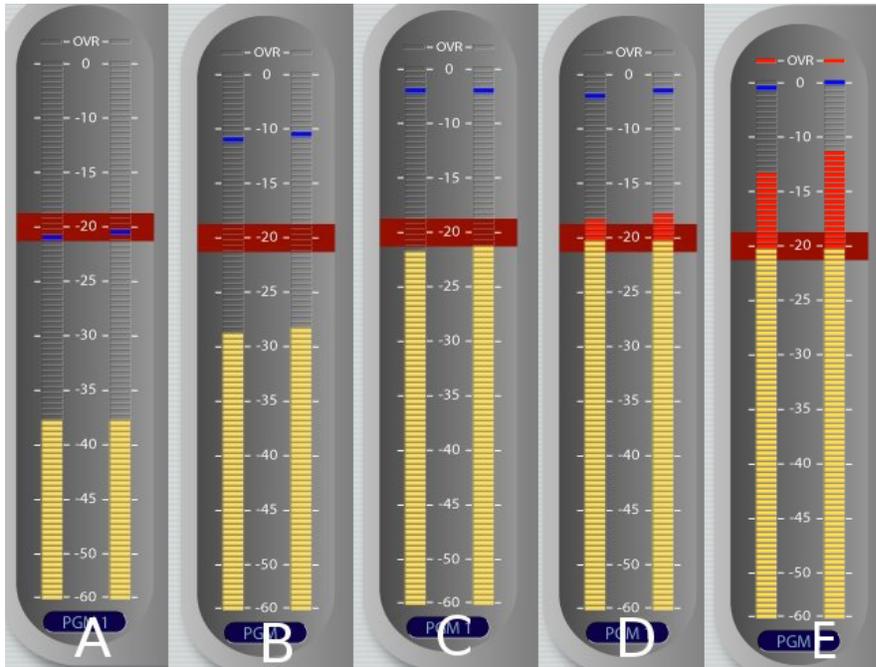
First:

1. Laptops and iPods should be set to maximum volume
2. When setting levels, start by putting the fader up to the red line.
3. If the source is too loud or too quiet, as below, adjust the fader in order to fix it. See the diagram below.

Specific Notes: In-studio microphones should be left at the red line, regardless of whether the volume bounces up or down, except in extreme circumstances (musical performances). The Aux jacks are calibrated for Apple Macbooks and iPhones, which all produce the same volume, but other audio sources may have to be adjusted. CD players should also be left at the red line, except when playing very quiet or unmastered CDs.



Please use the following guide when setting levels on the sound board:

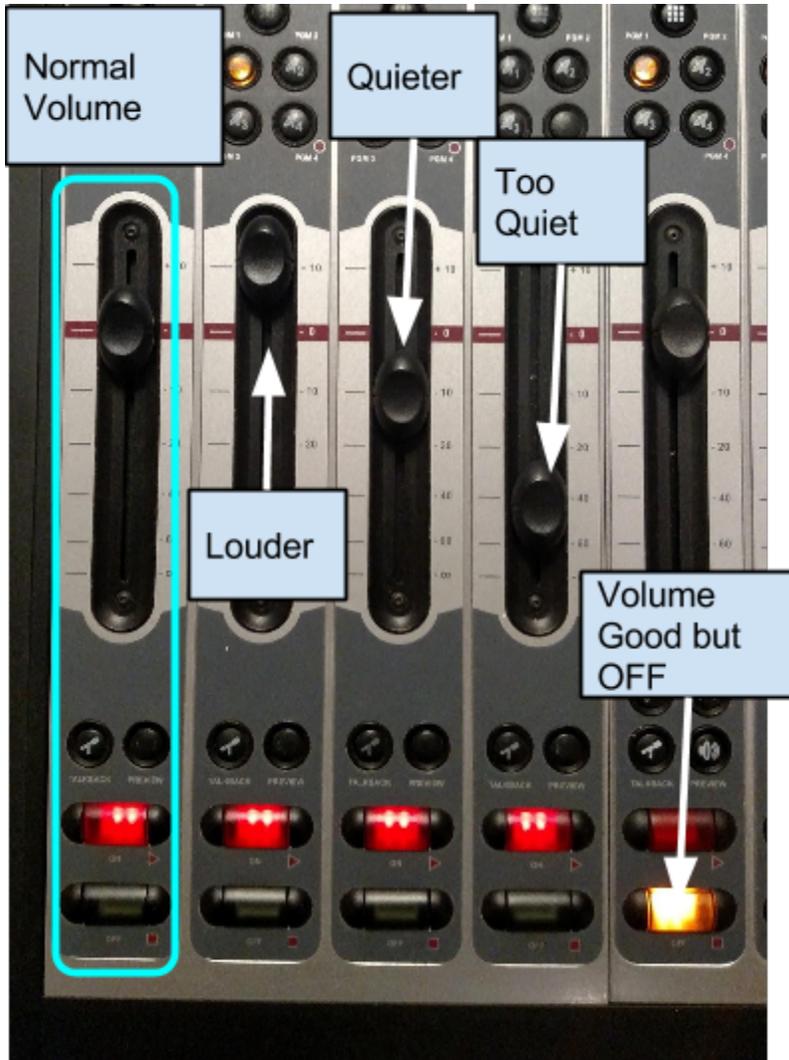


Please note that A and B are too low. If you see the OVR indicator, reduce the volume.

It may seem counter-intuitive, but **the volume between between C and D is the ideal volume for WMFO's system.** On some sources, you will have to push the fader above the red line to get proper levels. You can tell that E is too loud because it shows the red OVR indicator on top and there is a lot of red.

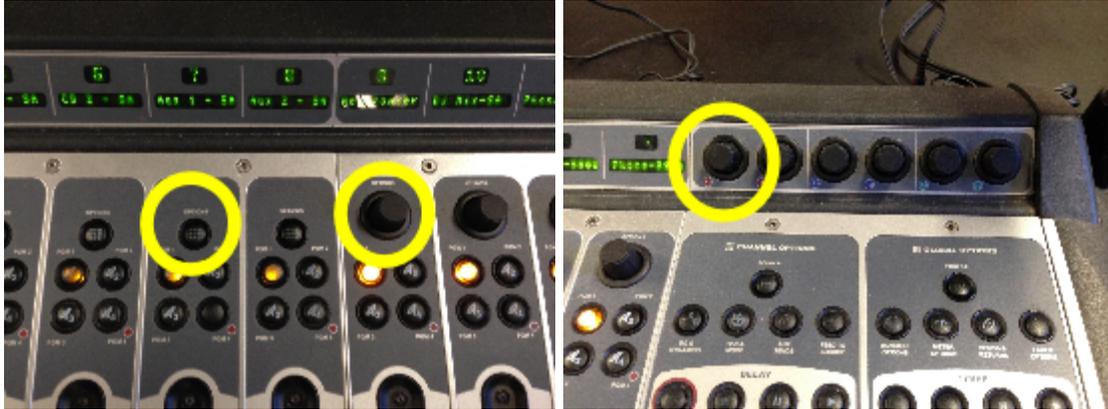
You will never damage any equipment by turning the volume up too loud! All you will notice is audio distortion, which sounds like a crackling, on the air monitors.

If your levels look like A or B above, you'll find that your show recordings sound weird. For example, your voice may sound significantly louder than the music, which can be jarring to listeners, and there may be an excessive hiss on the transmitter feed.

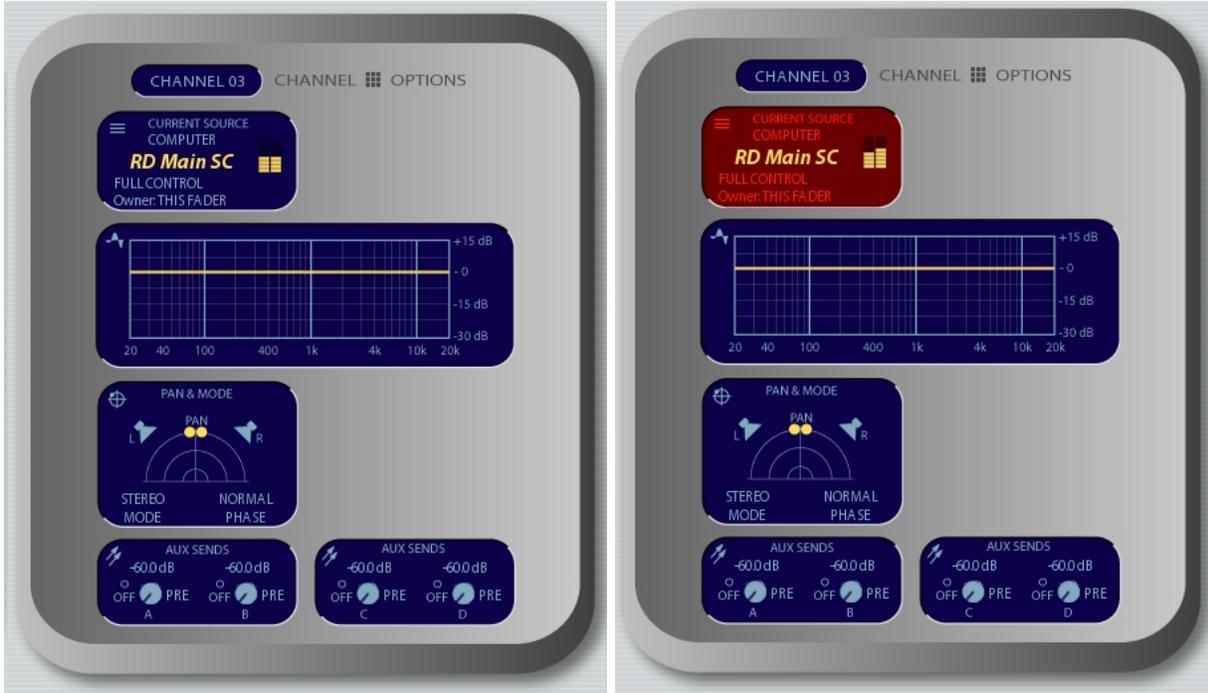


Changing Sources

Not all sources fit on the board at one time. To view different layouts, see the below section on “Profiles.”



1. Press the Option button or knob on the desired channel in order to change the source
2. Use the F1 knob on the upper right of the board to complete the following steps.



3. First press the Options button above the channel you want to change
4. Scroll using the F1 knob on top to “CURRENT SOURCE” on the screen. Click the knob.



5. Scroll again using the F1 key to hover over the source you want. In this case, the channel currently has “RD-Main” (Rivendell output) selected and we’re selecting the CD1 player. Pressing the F1 knob will select the source illuminated in the greenish-gray box.

If the source is on, the transition will not complete until it is turned off. You’ll want to do this at the *end* of a song or talking piece in order to avoid interruption.

Some channels have scroll wheels instead of options buttons. The procedure is the same: Press the wheel, then use the other wheel on the corner of the board. Exit out of source change mode by pressing the options button again, which should put the clock back on the Axia screen.

Changing Profiles

Profiles define the source for each of the faders. They can be changed using the profile button in the top-right corner of the board, and the same scroll wheel. Profiles:

- Default: A mix of 3 Mics, Auxs, CDs
- 4 Mic/0CD: All non-CD sources
- 4 Mic/2CD: 4 Mics plus CDs
- 3 CD: If you really love CD players



The Profile button shows the available profiles on the soundboard screen, and you can use the F1 knob as in “Changing Sources.”

A few shows have custom profiles. All DJs should change back to the default profile when they are done.

To reset the sources back to the original profile, hold the profile button for five seconds.

Troubleshooting the Board

Phones are not displaying a single dot

Ensure all buttons on the phone channels are off. When the phone is on hold, it changes to a square. Try pressing hold. Also try tapping the phone hook button (Set) twice until it once again becomes a dot. Reloading the profile will typically clear any channel funkiness that doesn't require the board to be power cycled.

The board is frozen/broken

If you believe you are seeing something very unusual and there is unexpected behavior, please **call** someone on the contact list posted on the wall in Studio A, above the phone.

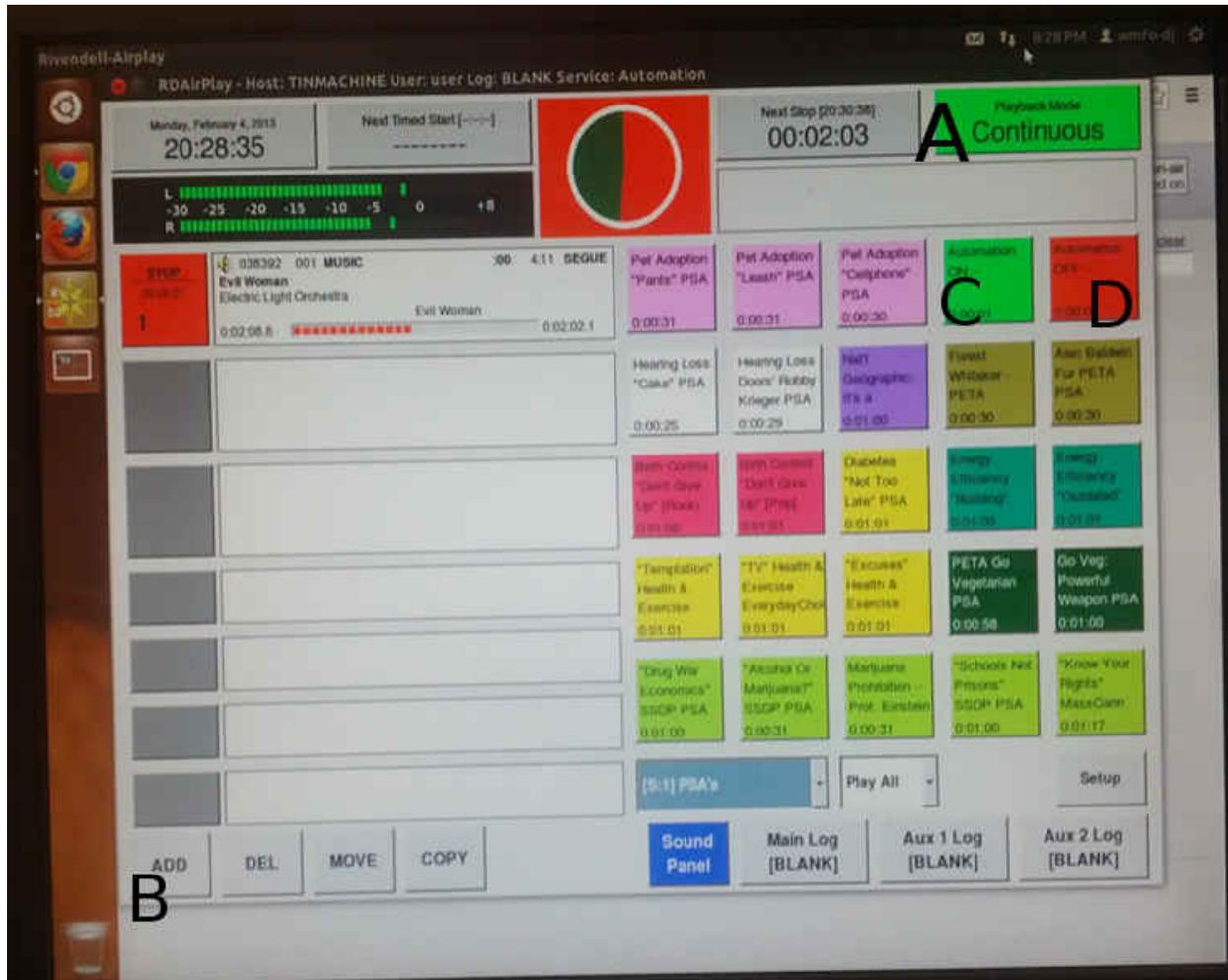
The Operations team can switch the air feed to Studio C remotely, and you can continue your show from in there while it troubleshoots the main board.

Rivendell

WMFO maintains a music library of over 300,000 songs which you can play on your show. You can browse the library at rivendell.wmfo.org. Rivendell also contains recordings of PSAs and station IDs, and most importantly, can play automation when no human DJ is on air.

Automation On/Off

DJs are required to turn automation on and put up the Rivendell fader when they leave if no human DJ is present to take over. DJs who find automation on at the beginning of their show are required to turn it off before starting their show.



The automation on/off buttons are located on the right side of Rivendell. **To start automation:**

1. Press "Automation ON" (C)
2. Turn on the "RD-Main" fader and place the volume at the red line

It will take a few seconds (up to 20) after you turn on automation for the songs to start playing. Leave the fader on the red stripe on the board, and no lower (or higher).

To stop automation, press “Automation OFF” (D). The last song on the list will continue playing, but you can fade it out and stop it.

You must ensure automation is off before starting your show by pressing “Automation OFF.” If you fail to do so, automation will continue to log songs at the same time as your show.

As a safeguard, turning the Rivendell fader off on the board should automatically stop Automation if it is playing. However, you are still required to ensure it gets turned off before starting your show!

Continuous and Single Playback

The button on the top right (A) indicates whether the songs will be played consecutively (iTunes style), or if playback will stop when the current song is over. You can add several songs and set it to “Continuous” mode if you need to take a bathroom break. Just make sure to set it to “Single” mode if you want to talk between songs.

This button will be set to “Continuous” mode during Automation; use “Automation OFF” to disable automation.

PSAs

All DJs are required to play or read at least one public service announcement (PSA) per hour. The PSA binder and CD case are located in the top-right cubby to the left of the main DJ chair. You can also play PSAs from the digital button panel on the right side of Rivendell (first select “PSAs” from the bottom left drop down if they are not visible).

Automatic Logging

If automation is off and you have a playlist open on Spinitron, songs played from Rivendell will automatically be logged on your playlist. You will have to refresh the page (or add another song manually) before they show up. Do not manually add songs that you played on Rivendell, as this will lead to duplication.

When automation is on, it logs to separate playlists as “Rick Deckard,” provided you closed your playlist and logged out.

If automation is on during your show, *which it shouldn't be*, Rick Deckard songs will be logged to a separate playlist. Those viewing the “Now Playing” information online will be very confused as to who is DJing! (And you may get an angry email from Max Goldstein's station ghost.)

Chapter 3: Spinitron

Basic Usage

Each DJ should have registered a Spinitron account during training. From the Spinitron tab on the web browser of the studio computer, log onto Spinitron, press “New Playlist,” and select “Live On Air” when starting each show. Spinitron opens by default when the browser is started and there is a Spinitron log-on link on the bookmark bar.

Manual Logging — Required when not using Rivendell!

If you play music outside of Rivendell or host live musical performances (including DJ-style mashups) on your show, you are required to log them in real time on Spinitron. You should fill out the following fields: Artist, Song, Disk (if applicable), and Played (if you have automatic timestamps on, this will be filled out automatically). Feel free to fill in other fields (Format, Type, Label, Disk Released, etc.) if you have that information. Check the New, Request, or Local checkboxes if applicable.

If the song you are logging has been played by a Spinitron user before, Spinitron may attempt to auto-fill the rest of the fields it has information for. You can tell a song has previously been played by a Spinitron user if you see something like this happen after you have filled in some song information:

The screenshot shows the Spinitron interface for WMFO. At the top, it says "WMFO" and "Tufts Freeform Radio". There are navigation links for "Playlists", "Music DB", "Help", and "Close playlist". A user status box in the top right says "Playlist: test Wed 10/9/13 Admin Rebecca logged on".

The main form has several sections:

- Artist:** Sarah Jaffe (with a "clear" link)
- Song:** Sucker For Your Marketing (with a "clear" link)
- Disk:** The Body Wins (with a "clear" link). This field is highlighted in blue.
- Played:** 04:00 pm (with dropdowns for CD/Lossless, Other, and -Library-)
- Label:** (with a "Label country" dropdown)
- Label URL:** (with a "Label email" dropdown)
- Song note:** (with a text input field)
- Checkboxes:** New, Local, Request
- Disk released:** (with a text input field)
- Added:** (with a text input field)
- Submit:** (with a "Submit" button)

Below the form, it says "No songs entered". At the bottom, there is a link for "Tutorial screencasts" and a copyright notice: "© 2013 Spinitron LLC and WMFO. WMFO contact: wmfo@wmfo.org".

Clicking the highlighted area will auto-populate the rest of the fields. You may be asked to confirm the Artist and Song (these will show up as additional highlighted fields; just click them to approve them). Here is the Spinitron log entry once auto-population has occurred:

WMFO Playlist: test Wed 10/9/13
Admin Rebecca logged on

Tufts Freeform Radio [Playlists](#) [Music DB](#) [Help](#) | [Close playlist](#)

Artist [clear](#) **Song** [clear](#) **Disk** [clear](#)

Played 04:00 pm
 CD/Lossless Album Rock
 New Local Request
 Disk released 2012 Added

Label (RED) Kirtland Records Label country
 Label URL Label email
 Song note

Cover OK 
 ISRC US4L81206510

No songs entered

Tutorial screencasts on playlist entry, editing and chat
[Open](#) SpinitronVideo's YouTube channel in a new window

© 2013 Spinitron LLC and WMFO. WMFO contact: wmf@wmfo.org

If you notice that anything is incorrect, just change it before you hit submit. Although you should log in real-time, if you forget, you can back-date a song's timestamp by clicking on the timestamp itself.

Special Logging

If you are hosting a live performance, please write "WMFO Live In Studio" in the Disk field, and choose the Live format, as shown below.

WMFO Playlist: test Wed 10/9/13
Admin Rebecca logged on

Tufts Freeform Radio [Playlists](#) [Music DB](#) [Help](#) | [Close playlist](#)

Artist [clear](#) **Song** [clear](#) **Disk** [clear](#)

Played 04:00 pm
 Live Other -Library-
 New Local Request
 Disk released Added

Label Label country
 Label URL Label email
 Song note

No songs entered

Tutorial screencasts on playlist entry, editing and chat
[Open](#) SpinitronVideo's YouTube channel in a new window

© 2013 Spinitron LLC and WMFO. WMFO contact: wmf@wmfo.org

Political Reporting

If contacted by a political candidate, you must immediately email pd@wmfo.org so that a report can be filed in WMFO's political file. If airing an interview with a political candidate, you must log it on Spintron so a report can be filed in WMFO's political file. To do this, please write "WMFO Political Interview" in the Artist and/or Disk field, and include a description of the politician interviewed and the topics covered in the Song and/or Song Notes fields. Please be as detailed as possible.

The screenshot shows the WMFO Spintron interface. At the top, it says "WMFO" and "Tufts Freeform Radio". There are links for "Playlists", "Music DB", "Help", and "Close playlist". A user notification in the top right says "Playlist: test Fri 10/4/13 Admin Rebecca logged on". The main form has three input fields: "Artist" with "WMFO Political Interview", "Song" with "Interviewed Rush Holt; discussed government shutdown", and "Disk" with "WMFO Political Interview". Below these are "Played" (08:00 pm), "Live" (selected), "Other" (selected), and "-Library-" (selected) dropdowns. There are checkboxes for "New", "Local", and "Request". "Disk released" and "Added" fields are empty. A "Submit" button is at the bottom. A "Label" section has fields for "Label", "Label country", "Label URL", and "Label email". A "Song note" field contains "Interviewed Rush Holt; discussed government shu". A footer note says "© 2013 Spintron LLC and WMFO. WMFO contact: wmfo@wmfo.org".

An example of a better, more detailed description of an interview would be: "Interviewed U.S. Representative Rush Holt (D-NJ) and discussed the current government shutdown, the benefits of the Affordable Care Act, and how to avoid government shutdowns in the future."

Community Issue Reporting

If you cover community-related topics on the air, you must log it on Spintron so a report can be filed in WMFO's community file. To do this, please write "WMFO Community Issue" in the Artist and/or Disk field, and include a description of the issue(s) covered in the Song and/or Song Notes fields. Please be as detailed as possible.

The screenshot shows the WMFO Spintron interface. At the top, it says "WMFO" and "Tufts Freeform Radio". There are links for "Playlists", "Music DB", "Help", and "Close playlist". A user notification in the top right says "Playlist: test Fri 10/4/13 Admin Rebecca logged on". The main form has three input fields: "Artist" with "WMFO Community Issue", "Song" with "Discussed the impact of the proposed Green Line extension", and "Disk" with "WMFO Community Issue". Below these are "Played" (08:00 pm), "Live" (selected), "Other" (selected), and "-Library-" (selected) dropdowns. There are checkboxes for "New", "Local", and "Request". "Disk released" and "Added" fields are empty. A "Submit" button is at the bottom. A "Label" section has fields for "Label", "Label country", "Label URL", and "Label email". A "Song note" field contains "Discussed the impact of the proposed Green Line". A footer note says "© 2013 Spintron LLC and WMFO. WMFO contact: wmfo@wmfo.org".

An example of a better, more detailed description of a community issue would be: "Discussed the potential negative impacts of the MBTA's proposed Green Line Extension Project on Medford residents, the environment, and resident wildlife."

Chapter 4: Station Access

Card Access Basics

A list of station members is submitted to the Tufts University Police Department (TUPD) every season, and the Public Safety department enters it into their computers. Card access does not carry over between seasons, and you need to submit a new DJ Agreement each semester. This is ordinarily done as part of a Show Application Packet (SAP). If you do not want a show, but still want to be involved with WMFO (as a Music Department, Operations Department, or Publicity Department volunteer, etc.), you should still submit a DJ Agreement. In addition, you need a Tufts University ID card in order to get into the station. If you are a new community volunteer, you will need to pick up an ID card from TUPD. If you are a new Tufts alum, you will also need to get a new ID card from TUPD. Your old student ID card will not work. All card holders must tap and swipe ID cards on both the tap and swipe styles of card readers often in order to prevent expiry. Cards expire if not used frequently.

If Your Card Stops Working

Contact the Programming Director at pd@wmfo.org as soon as possible. It can take several days to have card access reinstated.

If Your Card Stops Working and You Need to Get into the Station

First try calling the WMFO studio line at (617) 627-3800 or (508) 507-9636. If there is a DJ in the studio, he or she will let you into the building. If that doesn't work, call TUPD's non-emergency line at (617) 627-3030. Give them your name, affiliation, and student ID number (if applicable). Tell them you need to get into WMFO on the third floor of Curtis Hall. They may unlock the door for you or ask you to walk down to the station in Dowling Garage to pick up a temporary ID card. Once you are in the station, email the Program Director at pd@wmfo.org to let him or her know that you do not have card access and need it reactivated. It can take several days to have card access reinstated.

Access to the Music Department Office and/or Studio B

If you **have been trained** in Music Department or Studio B operation, first submit or make sure that you submitted a DJ Agreement. If you already submitted your DJ Agreement for the semester, contact the Program Director at pd@wmfo.org. If you **have not been trained** in Music Department or Studio B operation, contact the Music Director at md@wmfo.org to set up training if you want access to the Music Department Office, or studiob@wmfo.org to set up training if you want access to Studio B.

Chapter 5: Training

Required Training

All new staff members who want to broadcast at WMFO must complete WMFO's official training process, which is organized by WMFO's Training Coordinator and held each spring, summer, and fall. Please contact the Training Coordinator at training@wmfo.org for more information.

Music Department Training

The Music Directors train all staff members interested in volunteering in the Music Department on an ongoing basis. Please contact the Music Directors at md@wmfo.org for more information.

Audio Engineering Training

Audio engineering training is usually held once a year at WMFO. It is organized by the Directors of On The Side and led by Joel Simches. Please contact the Directors of On The Side at studiob@wmfo.org for more information.

Continuing Education

WMFO's joint board goes over WMFO's policies and any updates to WMFO's policies, as well as the operation of station equipment, at each semester staff meeting. WMFO may offer optional advanced training on lesser-used equipment and software. The WMFO joint board may also require staff members to undergo additional refresher training or to be trained on new equipment as the need arises.

Chapter 6: Basic Studio Policies

Where to Find WMFO's Policies

The WMFO Constitution (https://wiki.wmfo.org/General_Info/Constitution), WMFO Wiki (<http://wiki.wmfo.org>), DJ Agreement, and any modifications by subsequent Executive Board emails represent the binding rules and policies of WMFO. You are required to read, understand, and adhere to the policies set forth in these documents. The list of policies in this booklet is an incomplete list for your convenience.

Mandatory Equipment Use

All DJs are required to know how to use the board, Rivendell, and Spintron. The most common trouble spots are failure to turn automation on/off, inability to answer and hang up the phones, and failure to log shows into Spintron.

Broadcast Regulations

WMFO's broadcast regulations are as follows:

1. DJs should never swear on-air, as it sounds unprofessional. Judicial use of profane or explicit content is permitted during "Safe Harbor Hours" so long as it is socially or artistically justifiable. For more information, refer to the policy on the wiki under Staff Info=>General Policies=>Profanity, Indecency, and Obscenity. When in doubt, exercise caution and email pd@wmfo.org if you have any questions.
2. You must play or read at least one public service announcement (PSA) per hour.
3. You must play or say a legal station ID within five minutes of the top and bottom of the hour (i.e. between 3:55 and 4:05 and then between 4:55 and 5:05). A legal station ID is "WMFO Medford" or "WMFO in Medford." You may say information before or after but nothing in between.
4. You have created a Spintron account and will log all material played on air at the time it is played.
5. You will answer the listener lines if they ring during your show. Before putting any caller on-air, you must brief the caller on our profanity policy and tell the caller that he or she will be on the air. If the caller subsequently violates our profanity policy, you must immediately remove the caller from the air.

Drugs/Alcohol

WMFO has a zero tolerance drugs and alcohol policy. If you and/or your guests are found to be in the possession of and/or under the influence of drugs and/or alcohol while in the station, you will be subject to immediate dismissal. In addition, DJs are not permitted to pretend to be or claim to be under the influence of drugs and/or alcohol while in the station.

Graffiti

The full graffiti policy is posted in Studio A. Do not draw or sticker on fresh paint, equipment, or finished woodwork. Graffiti should not be vulgar. Chalk is not permitted.

Sexual Harassment and Non-Discrimination

WMFO does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability, or veteran status. Violations of Tufts University's official non-discrimination and/or sexual harassment policies will not be tolerated. Violations may result in disciplinary action including suspension or dismissal, as well as criminal prosecution. The full non-discrimination policy (<http://ase.tufts.edu/lgbt/documents/non-discriminationPolicy.pdf>) and full sexual harassment policy (<http://oeo.tufts.edu/wp-content/uploads/Sexual-Harassment-Policy-December-2012.pdf>) can be downloaded from the Tufts Office of Equal Opportunity and Affirmative Action's website (<http://oeo.tufts.edu/>).

Property

Do not attempt to fix, modify, or remove any equipment or property at WMFO without written permission from the WMFO Executive Board. Should you find broken equipment, contact information is posted in the studio and can be found elsewhere in this document. **Music recordings (e.g. CDs, vinyl) are not to leave the station.**

Guests

You are responsible for the behavior of all guests while they are at WMFO and/or on the air. Guests may not operate WMFO equipment or run a show on their own. Guests should not create Spintron accounts and will not be granted card access to the station.

Shows

If applying for a show, you must fully complete your Show Form and DJ Agreement. You are not guaranteed to keep your current time slot or get a show at all. The final decision lies entirely with the Program Director and Executive Board, who are responsible for creating the semester program schedule. The Executive Board may need to cancel your show during the season to accommodate special events.

Subs

If assigned a show time, you must attend every show on time and for its full duration, or find a substitute by sending an email to wmfo-sublist@googlegroups.com. There is a maximum of three (3) substitutions allowed per season. If something unexpected happens, or if you will otherwise be absent for more than three (3) shows and need more substitutions, you will contact the Program Director as soon as possible.

Volunteering

All regular DJs are required to complete at least five (5) hours of volunteering per semester, no more than two (2) of which may count from subbing. DJs without regular shows (subs) must complete at least three (3) non-subbing volunteer hours per semester to retain station

access. Failure to complete volunteer hours will affect your station access rights and future show time. You are required to log all volunteer hours in the volunteering log by the station entrance.

Staff Meetings

You are required to attend all semester staff meetings unless prior notice is given to the WMFO Executive Board. If you miss a semester staff meeting, you are responsible for reading the meeting minutes and instructional documents posted on the WMFO Wiki after the meeting. The meeting minutes and documents are attached to the relevant page.

Staff Newsgroups

You have joined the WMFO-Staff (<http://groups.google.com/group/wmfo-staff>) and WMFO-Sublist (<http://groups.google.com/group/wmfo-sublist>) Google groups. You must receive and read all emails sent from these groups.

Food/Beverages

Food and drink are not permitted in any of WMFO's studios.

The Public File

If a member of the community calls the studio asking to be let into the station to see WMFO's public file during business hours, you must show him or her the public file. You are required to know where the public file is located. It is located in the top drawer of the common room in the file cabinet between the GM's office and the MD office.

FCC Inspection

If a federal agent calls the studio asking to be let into the station during business hours, you must let him or her into the station. If he or she asks to see WMFO's public file, you must show it to him or her. You are required to know where the public file is located (see above). In addition, you must be able to produce the Emergency Alert System (EAS) instructions located under the desk in Studio A if asked by a federal agent from the Federal Communications Commission (FCC).

Violations

Violations of any of the binding rules and policies of WMFO are punishable at the discretion of the WMFO Executive Board. Possible punishments include suspension, mandatory retraining, and loss of showtime seniority.

Chapter 7: Further Information

Additional information regarding equipment or advanced functionality can be obtained via the Operations Director or the [wmfo-ops](#) list. Additional advanced Rivendell and Axia documentation may be published on the DJ Handbook wiki page.

For policy questions, please contact the Program Director via email.

If you notice any errors within this document, please email agm@wmfo.org with the error description. New versions will be updated with a date and version number on the cover page and should include what has been updated or added since the previous version.

Paper copies will be available on an as-needed basis, generally provided to new members and available annually at staff meetings.

An updated copy will be held in Studio A at all times.