



Broadcasting Handbook

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Section I: General Station Information

Introduction

Mines Internet Radio (MIR) is a student run radio station located in the Ben Parker Student Center on the Colorado School of Mines (CSM) campus. With this handbook we wish to convey to any interested parties the operations and policies of MIR. This handbook can serve as a training manual for potential Disc Jockeys (DJs) and an information source for those interested in MIR.

History

MIR was created by and is overseen by the Colorado School of Mines Broadcasting Club (CSMBC). CSMBC was created in March 2005 in order to research the possibility of a CSM radio station. The fact that CSMBC is a school sponsored club allows for certain opportunities not available to independent stations. After much deliberation, the members of CSMBC concluded that an Internet web-cast was the most affordable. A web-cast also allows the station to reach more people around the world, rather than being limited by a broadcasting range. Reaching as many people as possible is one goal of MIR, as well as providing quality programming that is enjoyable to all. The format of MIR is a free-form, underwritten radio station. This allows for a diverse musical experience for all those interested.

Mission Statement

CSMBC exists to provide unique programming to the Colorado School of Mines students, faculty, alumni and the greater Golden community that is educational, entertaining and informative. This station will promote hands-on learning experiences for students as a source for artistic and cultural expression. Our mission is to expose great new music and quality Mines sports to people who otherwise may never encounter it. MIR will have quality programming available to CSM students, faculty, staff, alumni and others interested in the CSM experience.

Section II: General Rules and Regulations

Obscenity and Indecency

Though the station is a web cast and is not regulated by the FCC, MIR will still adhere closely to all federal laws prohibiting obscene programming and regulating “indecent” language. IT IS THE PERSON IN THE STATION’S RESPONSIBILITY TO PREAPPROVE WHAT GOES ON THE AIR TO ENSURE EVERYTHING MEETS STATION GUIDELINES. Obscene speech is not allowed by Mines Internet Radio and cannot be broadcasted at any time.

To be considered obscene, the material must have any or all three of the following characteristics:

- An average person, applying contemporary community standards, must find that the material, as a whole, appeals to lewd interest;
- The material must depict or describe, in an obviously offensive way, sexual conduct specifically defined by applicable law; and
- The material, taken as a whole, must lack serious literary, artistic, political, or scientific value.

These words in general, or any variation of the words, may not be uttered by a DJ, caller, or be in a song. DON’T SAY IT AND DON’T PLAY IT. MIR strictly prohibits obscene, hateful or offensive language.

Drugs, Alcohol, and Tobacco Products

No illegal drugs or alcohol are permitted in the station at any time. No person or guest may go on the air under the influence of non-prescriptive drugs or alcohol. Smoking of any kind is not permitted at any time in the studio or any MIR facilities or events for MIR staff. Any other tobacco products are not allowed in any form within the confines of the MIR studio. Violators will be subject to University and/or court charges as well as station sanctions.

Food and Drink

No uncontainable food is allowed in any area of the MIR station. All drinks without a lid are prohibited in the MIR facilities. Damage as a result of food or drink will be assessed and a fine will be imposed on the guilty party. Remember, our equipment is fragile and it is all we have.

Slander, Libel, and False Information

In broadcasting, slander has the same legal standing as libel. Slander is “words falsely spoken that damage the reputation of another and an abusive attack on a person’s character or good name.” The rule of thumb is that whatever you say about anyone or any business must be absolutely truthful. The same goes with false information, anything you say can be seen as truthful. Do your research before you say anything that could be taken as slander. Libel **is** punishable by law.

Equipment Use

All MIR equipment is the property of CSM and must be cared for as if it were your own. Any misuse of equipment will result in punishment. In addition to the stationary studio equipment, we have remote broadcasting equipment that must be checked out each time it is used to do a remote broadcast. If equipment is modified for a show or any other reason, please change it back to the way it was when you found it.

Computer Use

All computer use is limited to preparation for shows, use for shows, and any maintenance performed by the Chief Engineer and sub-ordinates. No programs are to be installed, updated, or changed without the Chief Engineer's prior approval. Please notify the Chief Engineer immediately if any programs are faulty or any equipment is broken.

Grievance Procedure

Any grievances as a result of punishments from Appendix A can be protested at a club meeting, when held. Any party wishing to file a grievance with their punishment can call for a grievance hearing on the next meetings agenda and a general vote of members can be taken as to the status of their membership.

Non-Discrimination

CSMBC and MIR follow the non-discrimination set forth by ASCSM. CSNBC and MIR confirms its support of the principles and practices of non-discrimination and equality regardless of race, religion, sex, age, physical handicap, or sexual orientation, in the employment of individuals and corporations, and in the implementation of all its programs, activities, and opportunities available to all members of the organization.

Section III: Station Operations

Acceptance of DJs and Show Approval

In order to become a DJ on MIR, you first must be a member of CSMBC. This is just a formality, but a necessary one so as to keep tabs on DJs. New DJ's also must sign a DJ agreement form at the end of this handbook that outlines basic DJ responsibilities at the station.

Logbooks

All logs must be filled out, as instructed, by DJ's during every show. The logs are kept for record keeping purposes. All logs must be filled out completely and accurately. The logbooks include:

- Underwriting Log
- Show Log
- Remote Equipment Log
- Production Log

Offenses and Punishment

Offenses and punishments can be viewed in Appendix A.

Instant Messaging

Instant Messenger is installed on the broadcasting computer and is available for anyone to use during their show. The default screen name is MinesRadio and the password is ILIKEMUSIC. If you use your own account, MAKE SURE ALL SOUNDS ARE TURNED OFF, because all sounds from the broadcasting computer go out on air live.

Music

The music server contains all of the music we play on MIR in MP3 format. DJ's are allowed to access any music on the server for their shows. The default music player, effective as of January 2009, is Rhythmbox. If you want to add music to the server, please place files in the folder called "To Put On Server. CD's can also be played via the CD player under the monitor of the broadcasting computer.

Copyrights and Music Licensing

DJs who read portions of plays, poems, or novels on the air are considered to be putting on a performance. As with any performance of copyrighted material, permission must first be obtained or the DJ is guilty of copyright infringement. This can result in fines.

The music we play is licensed through several large blanket agreements through the school and MIR. BMI, ASCAP, and SESAC blanket agreements are covered through the school, and SoundExchange licensing is covered directly by MIR. By having these licenses, MIR DJ's are allowed to play any music they wish to without fear of copyright issues. Permission of broadcast is implied for any music given to MIR.

Phone Calls

If a show has audience participation through phone calls, special instructions must be given to each caller:

- They must be told that they will be on air.
- They must be told that they cannot be obscene or lewd or else they will be taken off the air.

If a caller becomes profane, indecent, or makes libelous remarks on-air it is the DJ's responsibility to take that caller off the air. The DJ will take full responsibility for anything said live on air.

Campus Advertising

Any advertisements for shows, sporting events, or the station in general must first be approved by any MIR director. For posting in the academic buildings, a Student Life representative must approve it. For posting in the residence halls, Student Life and Residence Life must approve the advertisement.

Security

For the safety of all of our equipment and proper operation of the station, all doors must be closed whenever the studio is unoccupied. Access to the studio can be gained from the Student Activities office front door, Monday thru Friday, 8 am – 5 pm. Access off hours is restricted to those that have electronically enabled key cards (Blastercards). Anyone without a valid reason for being in the station after hours should not be there at all. If someone is vandalizing anything in the station or there is an emergency, alert campus security immediately with all information you have. If any equipment is stolen or vandalized, the person that was or should have been in the studio at the time will be held responsible, only in the event of unexcused absences. Any weapons found in the studio will be turned over to campus security. Only standard pocket knives are allowed in the studio at any time.

Section IV: Programming and Music

Program Acceptance

A written proposal for a new program/show by a new host must be submitted to the Programming Director for consideration. Criteria for acceptance includes (but is not limited to), time availability, compatibility with other MIR programming, contribution to the vision of MIR, past on-air performance of the DJ/host. Most important is that the DJ/host has passion and dedication for their show. Specialty programs and their hosts will be evaluated on a continuing basis by the Programming Director and Music Director.

Criteria for selection and continuation of a program and/or its hosts includes (but is not limited to), time availability, continued compatibility with other MIR programming, on-air performance, adherence to station and University policies, fulfillment of program submission commitments, and continuing contribution toward fulfilling the vision of MIR. Specialty program outlines and specific program elements may be required to be added, deleted, or modified at the discretion of station management.

Program Structure

The structure of the program is up to the DJ/host of each show. We would like our DJ's to create their own unique shows. MIR does require that every DJ play underwriting announcements during their program. Additionally, MIR may require DJ's to play any of the following, public service announcements (P.S.A.s), station promotions, sweepers, and community and CSM announcements. When you play an underwriting announcement you must record it in the underwriting log. This log is important because it serves as legal proof to businesses that we are fulfilling our commitment to them. Questions regarding underwriting should be directed to the Underwriting Director.

Here are a few tips on designing your program:

- MIR suggests that every song should be announced in advance or announced after it has been played
- Breaks should occur at least every 10-15 minutes or after about three songs in a row
- DJ's should try to find a "sound" for their show for week to week consistency. It is recommended that DJ's follow their submitted, pre-determined program format for their show. However, if you would like to change to the format of your show consult the Programming Director. All new programs must be submitted to and approved by the Program Director BEFORE the program goes on air.

Pre-Recorded Programming

Programs at MIR are planned to provide informative and entertaining programming to the greater CSM community. We represent CSM and MIR to the general public and we want our radio station to reflect the quality of this institution. MIR Programming must follow the Rules and Regulations set forth in this manual. DJ's will be notified if any of the following announcements must be played during their program. All pre-recorded

programming must be made according to the production logbook/handbook. DO NOT make fun of any announcements whatsoever.

Underwriting Announcements

Underwriting announcements are pre-recorded advertising spots for businesses that provide financial support for MIR. DJ's MUST play or read underwriting spots during their shows, and record it in the underwriting log. Underwriting announcements can be found in the Underwriting Spots playlist in Rhythmbox. They must be produced or approved by the Underwriting Director.

CSM Announcements

CSM announcements are pre-recorded. You will be able to find them in Rhythmbox in the CSM Announcements playlist. CSM announcements will be from other departments, clubs, and organizations on campus. They must be produced or approved by the Programming Director.

MIR Announcements

MIR announcements are pre-recorded and come from other departments at MIR. These will announce events and other broadcasts on MIR. MIR announcements of any type not overseen or approved by the Programming, Music or Sports Director may not be aired. All pre-recorded announcements are located in the MIR Announcements playlist in Rhythmbox.

Station Promos

These are short spots for the station in general or for individual shows. They should be creative and brief. Station promos must be approved by the Programming, Music, or Sports Director.

Sweepers

These are short productions that remind the listeners what station they are listening to. They should be creative and brief. Sweepers should be placed in between songs or before/after announcements and are always pre-approved by the Programming or Production Directors.

Contests and Contest Promos

No MIR staff member may conduct a contest or giveaway unless approval has been received from the following:

- Director of Student Activities
- MIR General Manager
- Appropriate MIR director
- Any other CSM departments that are affected by the contest

Contests must adhere with these MIR rules and regulations:

- Contest rules must be aired prior to any giveaway and at least once during the shift in which the giveaway is scheduled.
- Contest winner information must be recorded with the station general manager.

- Conducting unauthorized contests will result in suspension and possible cancellation of the show if the DJ/Host is found at fault.
- Advertising has to be approved by the station general manager, Student Life and Residence Life for ads placed in the dorms.

Do's and Dont's of DJ Broadcasting

MIR recognizes that DJ's have their own unique style on the air and we encourage DJ's to be creative and original. However, MIR does require our DJ's to follow the MIR Rule's and Regulations (as found in this manual) for each and every program.

Here are a few broadcasting tips:

- Speak a few inches away from the microphone. Sports broadcasters make sure the microphone on your headset is within two inches of your mouth.
- Try not to move or turn away from the microphone when you are on the air. The best way to do this is to be prepared when you come in to do your broadcast.
- If there is another person in the studio scheduled to take part in your show, make sure that they have a microphone.
- Be informative about the music and other information that is broadcast on your show, but don't be trivial. Give information about local artists and groups performing in the area. The best place to find that information is on the group's website.
- Don't forget to ID the station and the website.

On-Air Behavior

- All DJ's must behave in a mature, professional manner when they are on the air. DJ's are not only representing themselves, but MIR and CSM as well when they are on the air. MIR wants the quality of our station and CSM to be reflected in our broadcasts.
- Do not burp, break wind, or make other immature sounds on the air.
- Do not complain about MIR or any staff member of MIR on the air. Any problems with station personnel should be discussed with the Programming Director or the General Manager.
- Do not complain about equipment problems on the air, but make reference to them in a professional manner. Report any problems to the Programming Director or the Chief Engineer.
- Do not complain about the station's music selection on the air. Any personal opinions about the songs or artists on the automated play list can be directed towards the Music Director, Programming Director, or General Manager.
- Do not make fun of any announcements.
- Do not make remarks that demean any individual or group, including but not limited to, racial slurs, sexual innuendo's, and other inappropriate language.
- Do not complain or make fun of other radio stations.
- If there are any questions regarding acceptable on air behavior contact the Music Director, Programming Director, or General Manager.

Visitors

DJ's are responsible for any guests that they have in the studio. Your guests are a reflection of yourself; therefore, any inappropriate actions by your guest on the air will be seen as your own. Prior to your show, you must discuss appropriate studio and on-air behavior with your guest. If your guest does begin to behave inappropriately he or she must be taken off the air immediately. Guests are NOT allowed to operate studio equipment. Guests must sign a guest on-air agreement form prior to appearing on a show. They can be obtained through the program director.

Infringing on Other Shows

DJ's have their own time slots, and they must fit their show into that time slot. Infringing or disturbing a fellow staff member's show without a reasonable cause is in violation of MIR policy.

Section V: Station Staff and Club Officers

Station Officers

Officers are necessary within Mines Internet Radio for the purpose of the maintaining the station and to satisfy CSMBC guidelines. Elections are done by simple voting process, and this process may be viewed within the CSMBC Bylaws.

The officers of the organization and directors for the radio station shall consist of the Station Manager (President), the Programming Director (Vice-President), Underwriting Director, Marketing Director, Chief Station Engineer, Music Director, Sports Director, and Production Director. Officer elections will occur at the second general meeting of the Fall Semester using the normal election process. All officers shall be members of the organization who have been in good standing with the club for the duration of their membership, and must have at least one semesters experience with Mines Internet Radio. The following is a list of all of the station officer positions and their responsibilities and powers:

Station General Manager/President: The Station General Manager (GM) shall perform the club duties customarily pertaining to the office of president, and shall call and preside over meetings of the organization. Powers and responsibilities include:

- The GM will be the ultimate decision-maker within MIR.
- The GM will be responsible for promoting relationships with groups outside of the club, this includes ASCSM.
- In the event of a campus-sponsored meeting where a CSMBC officer's (or officers') presence is requested, the GM is required to attend.
- The GM will be responsible for the required paperwork of the station.
- The GM is generally responsible for the station and is to oversee all station operations and to ensure that the MIR Broadcasting Handbook and CSMBC Bylaws are upheld.
- The GM is responsible for keeping the club's budget and performing treasurer duties in coordination with the Underwriting Director.
- The GM will have full access to the studio, and will keep a set of keys.
- The GM has the ability to issue warnings and suspensions in the event of member misconduct.
- The GM has the responsibility to call a general meeting in the event of a member protesting the decision of any officer.

Vice-President/Programming Director: The Programming Director (PD) shall perform the club duties customarily pertaining to the office of vice-president and shall preside over meetings of the organization in the president's absence. The PD may also call general meetings. Powers and responsibilities include:

- The PD is to maintain the station's official broadcast schedule.

- The PD is to manage all of the broadcasts and broadcasters of the station, and must also ensure that all broadcasters uphold the CSMBC Bylaws and the MIR Broadcasting Handbook.
- The PD must work closely with the other officers to ensure quality programming.
- The PD is responsible for the station's music broadcast licenses.
- The PD will have full access to the studio.
- The PD has the ability to issue warning and suspensions in the event of member misconduct.
- The PD is to assist in any duties appointed by the Station General Manager.
- In the event of a campus-sponsored meeting where two or more CSMBC officers' presence is requested, the PD is required to attend.

Underwriting Director: The Underwriting Director (UD) is responsible for all of the underwriting operations for the internet radio station. Responsibilities and powers include:

- The UD is responsible for all efforts in MIR fundraising.
- The UD is responsible for maintaining communication with current MIR supporters and is also responsible for contacting new businesses.
- The UD is responsible for ensuring that all MIR income is turned into the treasurer of ASCSM.
- The UD is responsible for the scripting of all underwriting spots.
- The UD is responsible for keeping the club's budget and performing treasurer duties in coordination with the Station General Manager.
- The UD will have entrance access to the studio, and will have access to the production spots on the MIR Automated Play List.
- The UD has the power to issue warnings in the event of member misconduct.
- The UD is to assist in any duties appointed by the Station General Manager or the Programming Director.

Station Chief Engineer: The Station Chief Engineer (CE) is responsible for the technical maintenance and upgrades to the internet radio station. Responsibilities and powers include:

- The CE is responsible for maintaining the station equipment, including hardware and software.
- The CE is responsible for researching and recommending new station equipment to purchase.
- The CE is responsible to ensure the station is operating normally and with acceptable quality.
- The CE is responsible for the internet radio station website.
- The CE has the power to issue warnings in the event of member misconduct.
- The CE will have entrance access and full computer and equipment access, but may not access to the MIR Automated Play List, the CE will keep a set of keys.

- The CE is to assist in any duties appointed by the Station General Manager or the Programming Director.

Marketing Director: The Marketing Director (MKD) is responsible for all the internet radio station's marketing operations. Responsibilities and powers include:

- The MKD is responsible for the planning and execution of all marketing operations for the station.
- The MKD is to ensure that all marketing operations work to increase public awareness of Mines Internet Radio.
- The MKD has the power to issue warnings in the event of member misconduct.
- The MKD will have entrance access to the studio.
- The MKD is to assist in any duties appointed by the Station General Manager or the Programming Director.

Music Director: The Music Director (MD) is responsible for all of the internet radio station's music content. Responsibilities and powers include:

- The MD is responsible to coordinate with the Programming Director in the scheduling of all music based shows.
- The MD is responsible, in coordination with the Programming Director, to maintain the music on the MIR Automated Play List and the music on the main library
- The MD will keep track of any new music played for record companies
- The MD will be responsible for maintaining communications with record companies to request music services.
- The MD has the power to issue warnings in the event of member misconduct.
- The MD will have entrance access to the studio and will have access to the music on the MIR Automated Play List.
- The MD is to assist in any duties appointed by the Station General Manager or the Programming Director.

Sports Director: The Sports Director (SD) is responsible for all station sports broadcasts and sports related shows. Responsibilities and powers include:

- The SD is responsible for all live sports broadcasts.
- The SD is responsible for all of the station sportscasters.
- The SD is responsible for organizing all of the station broadcasts and for publishing the dates of all live sports broadcasts.
- The SD is responsible over any sports related shows on the schedule, in coordination with the Programming Director.
- The SD will maintain relations with the CSM Athletics' Department.
- The SD is responsible for ensuring the proper use and check-out procedure of the remote broadcast system.
- The SD has the power to issue warnings in the event of member misconduct.

- The SD has the power to issue suspensions to sportscasters in the event of member misconduct.
- The SD will have entrance access to the studio and access to the production spots on the MIR Automated Play List.
- The SD is to assist in any duties appointed by the Station General Manager or the Programming Director.

Production Director: The Production Director (PDD) is responsible for all of the prerecorded segments featured on the internet radio station. Responsibilities and powers include:

- The PDD is responsible for the production of all of the prerecorded segments including underwriting spots, station promotions, and station identifiers.
- The PDD is responsible for managing all of the production spots on the MIR Automated Play List.
- The PDD has the power to issue warnings in the event of member misconduct.
- The PDD will have entrance access to the studio and access to the production spots on the MIR Automated Play List.
- The PDD is to assist in any duties appointed by the Station General Manager or the Programming Director.

Non-officer Memberships

All other members will choose to participate in three different levels of membership. All non-officer members are of equal seniority. The following describes each level and their responsibilities and privileges:

Host/DJ: A host/DJ is a member who has a show with the internet radio station. The hosts are the primary link between the station and its listeners. All hosts are expected to understand MIR's broadcasting rules and must sign a DJ agreement with MIR before broadcasting. Hosts report to the Programming director. Powers and responsibilities include:

- A host will uphold all of the laws outlined in this document as well as those outlined in the MIR Broadcasting Handbook.
- A host will do their best to assist any officers in any duties they may need help with.
- A host will broadcast their show at their scheduled time. Any necessary absences should be made known to the Programming Director with a week's notice if possible.
- A host will follow the broadcast guidelines stated in the MIR Broadcasting Handbook including guidelines concerning pre-recorded spots, operating station equipment, and music.

- A host will be granted entrance access to the studio upon completion of training. Additional access to the MIR Automated Play List may be allowed if granted by an officer who has access to it.

Sportscaster: A sportscaster is a member who either broadcasts sporting events for the internet radio station, or hosts a sports related show. Powers and responsibilities include:

- A sportscaster will uphold all of the laws outlined in this document as well as those outlined in the MIR Broadcasting Handbook.
- A sportscaster will do their best to assist any officers in any duties they may need help with.
- A sportscaster will not be granted studio access unless they either host a show, or if they are granted expressed one-time access by the Sports Director.

Engineer: An engineer is a member that participates in the maintenance and upgrading of the internet radio station. Powers and responsibilities include:

- An engineer will uphold all of the laws outlined in this document as well as those outlined in the MIR Broadcasting Handbook.
- An engineer will coordinate with the Station Chief Engineer on all matters.
- An engineer will do their best to assist any officers in any duties they may need help with.
- An engineer will be allowed studio entrance access only with the permission of the Station Chief Engineer; an engineer may also have access to the computers and equipment only with the permission of the Station Chief Engineer. An engineer may not access the MIR Automated Play List.

Webmaster: The webmaster is a special non-officer position appointed by the Chief Engineer in conjunction with the Station Manager. Powers and responsibilities include:

- Maintaining the station website and making any needed improvements.
- Working closely with all MIR officers and members to ensure that the website positively reflects our station

DJ Trainer: The DJ Trainer is a special non-officer position appointed by the Programming Director. Powers and responsibilities include:

- Familiarizing all new DJs with the broadcasting equipment and station procedures and practices.
- Retraining current DJs on any updated equipment or station procedures and practices.
- Working closely with the Programming Director and maintaining contact with members in need of training.

Additional Comments

Revocation and Resignation: In the event that an officer is not carrying out their duties as they should, a MIR officer may bring forth a motion to remove the officer during a general club meeting. The removal process will work similar to the revocation of membership process. An officer may not be removed from their position until they have been informed of the intent to bring this before a club meeting, and given a chance to defend themselves at a general meeting, if the officer chooses to do so. A general club meeting vote of $\frac{3}{4}$ is required to pass the revocation. Officers may also resign their position at any time.

Substitution: In the event of an opening in an officer position between elections, the Station Manager/President may choose for someone to fill this position until the next club elections. The Station Manager's choice must be approved by the other remaining station officers. In the event of an irresolvable conflict between candidates, the choice will be made by vote during a general club meeting.

Appendix A

Punishment Policy

This policy not all inclusive and is meant to serve as a guideline in punishments. There is room for Director discretion based on circumstances and situation. Multiple instances of less severe violations can result in expulsion.

Expulsion- Loss of all club and station privileges including being on air, using music library, and station access. A fine may go along with property damage. Violations listed below will result in immediate expulsion and notification of public safety.

- Stealing any equipment.
- Destruction of equipment.
- Possession/drinking of alcohol in the studio/Oredigger office.
- Possession/use of drugs in the studio/Oredigger office.

Suspension- Loss of all club and station privileges including being on air, using music library, and station access for a period of time to be determined by the offense, Station Manager, and Programming Director.

- Excessive swearing and racism spoken on air.
- Excessive swearing and racism in songs.
- Playing thematically bad music before 8 p.m. at night on any day of the week.
- Excessive absences from your show without notifying Programming Director.
- Excessive mess left in the studio after you are done in it.
- Not closing the doors when the last one out.
- Major disrespect to anyone in the club.
- Extreme misuse of equipment.

Warnings- a written or oral warning will be issued for minor violations of rules. Multiple instances can result in the above punishments being issued.

- Minor violations of those listed in suspension.

Appendix B

Definitions

--Broadcasting Computer- Central computer from which we broadcast from. It uses iTunes as the base media player. Connected to it is the central mixing board that can control all the various inputs and outputs of the station.

--Free Form- No set musical direction for the DJ's; they can play what they want within certain bounds of decency.

--Music Server- The central music storage computer. All music is stored on this computer and is where iTunes is centrally located. From this computer, we can edit play lists, edit music information, and upload music.

--Oredigger Office- The office we walk through to get into the studio. This is their space and they are not to be disturbed while they are using it.

--Production Computer- On this computer we can make and edit advertisements.

--Studio- The room where all our equipment is stored and where we broadcast from. Also known as Sub-Level G.

--Underwriting- This is the type of station we are. Underwriting differs from commercials in the content of the messages we play.

--Web Cast- An Internet based broadcast that does not fall under FCC rules.

Last Revision 11/19/08

Mines Internet Radio DJ Agreement

The purpose of this agreement is to set forth pertinent rules regarding the personal conduct of DJ's on air and in the studio. All the following rules apply to the MIR Studio as well as the Oredigger office.

- DJ's are NOT to curse, or use gender or racial slurs on air for any reason whatsoever.
- Curse words are words that might found offensive to anyone.
- Music that is clearly inappropriate will NOT be played.
- There will be NO alcohol, in any shape or form.
- There will be NO tobacco, in any shape or form.
- Food must be kept in containers and any trash must be cleaned up.
- Keep food a safe distance away from any equipment.
- Any drinks in the studio must have a lid on them.
- Shows will be done as scheduled.
- Arrangements must be made with the Music Director and Program Director if a show is to be missed.
- Blastercard access is a privilege and must only be used for show related purposes.

Violation of any of these rules will result in severe consequences. Expulsion from MIR will be considered based on the severity of your actions. Be smart and think a little bit about what you are doing and things will work out fine.

By signing below, I acknowledge that I have read and understand the MIR broadcasting Handbook as well as the rules outlined immediately above, and I take responsibility for my actions and the consequences that come with them.

Name (Print): _____

Show (Name, Day, Time): _____

CWID: _____

Email: _____

Phone: _____

Signature: _____

Date: _____