

KGLT POLICIES AND PROCEDURES HANDBOOK



All KGLT DJ's are required to know and follow the information in this handbook

May 28th, 2019

KGLT POLICIES AND PROCEDURES HANDBOOK

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DEFINITION OF TERMS

Live Audio – The Station’s Audio in Real Time

Delayed Audio – The Station’s Audio delayed by some number of seconds

EAS – Emergency Alert System

Listener’s Personals – The program into which “Lost and Found” items are entered, located in the PSA Program

Log – A listing of information, such as Transmitter Log, Program Log, and Playlist

Event Promo – A promotion for an event, KGLT sponsored or other

Show Promo – A Promo for a DJ show

Program Promo – A Promo for a pre-recorded show (example: Stardate)

PSA – Public Service Announcement for non-profit organization

PSA Reader -

Show – A three-hour block of selected musical content

Spot – A pre-recorded announcement

Spot Player – The program from which recorded items are played

Transmitter – A device that broadcasts a live or delayed audio signal

Translator – A device that rebroadcasts a radio station’s signal

KGLT PAST AND PRESENT

KGLT-FM, a program of the Associated Students of Montana State University, is a non-profit, non-commercial, independent public broadcasting station. KGLT's primary purpose is as an educational broadcast station providing training and educational programming for the students of MSU, community volunteers, and our listeners. Through direct participation, the staff and volunteers can learn broadcasting, production, and management skills. KGLT's programming educates as well as entertains our listeners by providing a wide variety of music and programming from around the world, and here at home, offering diverse view points, and addressing the issues/activities of the University and local communities where KGLT is heard.

KGLT began operations in 1966 as KMRA (for Men's Residence Association) as a carrier-current AM system serving only the students of MSU from studios located in Langford dorm. In 1968 when KMRA moved to the basement of the Student Union Building, it became KATS-AM operating as a carrier-current AM station offering top 40, country western music, and MSU sporting events. Then KGLT was formed as an alternative station and began broadcasting at 90.1 FM with a power of 10 watts. In 1975 KATS was dissolved and the equipment was incorporated into KGLT. KGLT as it now exists developed in 1978 when the frequency was changed to 91.9 and the power was increased to 2000 watts as part of the transmitter move to Beacon Hill. KGLT started transmitting in Stereo once it moved to Beacon Hill. In the summer of 1982, KGLT moved its' studios from the basement of the SUB to the third floor, and in 1983 KGLT purchased a new transmitter. In 1992 KGLT installed its first translator in Livingston broadcasting KGLT on 89.5 FM. In 1993 with a grant from the NTIA/PTFP KGLT purchased new equipment for its production room and moved the old production equipment to Studio Two. In 1994 KGLT started broadcasting in Helena at 98.1 FM. KGLT was awarded another NTIA/PTFP grant in 1997 to upgrade our transmission equipment and purchase a new antenna. When the Beacon Hill site was closed in 2003 KGLT was forced to temporarily transmit from the Strand Union Building at 660 watts until we could move to our new transmitter site outside Logan, Montana in 2004. KGLT also increased its transmission power to 12,000 watts as part of the move. In 2009 KGLT purchased a translator in Belgrade and moved it to our studio to fill in the problem areas caused by multi-path interference in the 91.9 signal. The new translator came on the air in March of 2010 broadcasting on 97.1 FM at 28 watts. In 2017 KGLT added a transmitter in East Helena at 89.1FM at 140 watts.

FCC POLICIES for NON-COMMERCIAL EDUCATIONAL RADIO

FCC rules and regulations pertaining to noncommercial educational radio include:

- No obscenities, no reference to prurient behaviors
- Set broadcasting decency standards to reflect the community (and the University)

KGLT POLICIES

OBSCENITY, PROFANITY and INDECENCY

Announcers are personally responsible for the content of the broadcast for the entire time you are signed in as the operator on duty and you cannot play any material that could be considered obscene, profane, or indecent. You are responsible for previewing all the music you air. Should it be reported to the General Manager that such material has been aired, the announcer is in danger of losing their show and being fined by the FCC. The station can lose its license and be fined for even minor infractions.

18 USC (United States Code) 1464, states the following:

Whoever utters any obscene, indecent, or profane language by means of radio communication shall be fined under this title or imprisoned not more than two years, or both.

Obscenity, as defined by the Supreme Court:

1. Whether the average person, applying contemporary community standard, would find that the work, taken as a whole, appeals to the prurient interest
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct as specifically defined by the applicable state law
3. Whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value

Profanity: Language meant as an imprecation of divine vengeance or implying divine condemnation, so used as to constitute a public nuisance.

Indecency: Language that describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities and organs.

While the FCC provides no list of obscenities, KGLT's list includes: sh-t, f-ck, as--ole, c--nt, the N word and always keep in mind what the community will bear.

Seven second delay/DUMP Button: KGLT has a 7 second delay. If you accidentally air a profanity or think you aired a profanity, press the DUMP Button immediately and stop playing that song. Play your next song.

Failure to adhere to the following **KGLT Rules** and **SUB Policies** may result in losing your show and may result in an FCC Fine.

KGLT RULES

- All General Staff Meetings including Fund Drive meeting are mandatory.
- No profanity or obscenity played or uttered over the air.
- No editorials, commentaries, or snarky comments
- No politics or reference to religion or controversial news
- Play or read at least two minutes of Public Service Announcements (PSA's) per hour.
- You are responsible for your show and finding substitutes. Subs must be on the SUB list. Know who your sub is a week prior to the show and if there is a problem, contact the Chief Announcer for help
- Know the procedure for signing the Transmitter Log and taking Tower Readings
- The announcer who has signed the Transmitter Log is responsible for anyone in KGLT. If they cannot identify themselves as currently working with KGLT, tell them to leave.
- Know EAS procedures and the difference between Weekly and Monthly tests
- Follow the Program Log and air all listed as indicated
- Answer the phone with a pleasant tone; take messages with name, phone number, date and time. Put note in GM Mailbox. If someone is voicing a complaint, give the person the General Manager's phone number: 994-6484
- No KGLT vinyl or CD's leave the station.
- Correctly refile the music you use for your show in drawers and shelves. If the previous DJ is leaving and has forgotten to do so, they may need a reminder from you to do so.
- The equipment is fragile. Proper operation and care of equipment, as well as proper care of vinyl and CD's is essential.
- When the building is closed, only the On-Air Announcer, the next Announcer and Apprentices can be in KGLT.

NO ALCOHOL OR DRUGS. DO NOT SHOW UP FOR YOUR SHOW INTOXICATED.

STRAND UNION POLICIES

NO ALCOHOL OR DRUGS ARE ALLOWED IN THE STRAND UNION BUILDING. Failure to observe this restriction by ANYONE while present in the KGLT Studios/Offices will result in the loss of all access to KGLT. The On-Air announcer is responsible for all persons in KGLT when the building is closed.

No Bikes or DOGS are allowed in the building (Service animals are allowed).

When the building is closed and you let the next announcer in make sure to pull the door shut until it locks before you come back upstairs. When you exit the SUB after your shift, make sure to push the door shut til it locks.

When the building is closed you may NOT let anyone except the next announcer into the building.

There is no smoking in the Strand Union Building; this includes the rest rooms.

KGLT LEGAL ID

Failure to follow this procedure may result in an FCC Fine

Legal Station ID's are required "Hourly, as close to the top of the hour as feasible."* Not more than two minutes after the top of the hour.

KGLT LEGAL ID: "KGLT Bozeman, KGLZ East Helena"

Full ID with Translators ** "This is KGLT Bozeman 91.9FM and East Helena 89.1FM with translators K246BA Bozeman at 97.1FM, K208BX Livingston at 89.5FM, K213AU Big Timber at 90.5FM, and K296EF Mammoth Hot Springs at 107.1FM."

Must be read exactly as stated per FCC. Both Legal and Full ID's are pre-recorded in the Station ID file on Spot Player should you choose to play them rather than say them.

* FCC 47 CFR 73.1201(a)(2)

** FCC 47 CFR 74.1283 C(1)

KGLT SUBBING POLICY; HOW TO FIND A SUB

- YOU are responsible for your show. If you cannot do your show and it is not an emergency, you are responsible for finding a SUB from the Approved SUB List. If there is an emergency, contact the Chief Announcer, If you can't get hold of the Chief Announcer, call in this order: the General Manager, the Music Director.
- To find a SUB, start early. Let the Chief Announcer know weeks in advance if you can. Start contacting people. COPY the Chief Announcer and the SUB in a confirmation email or text. If you cannot find a SUB, contact the Chief Announcer AT LEAST THREE DAYS BEFORE YOUR SHOW.
- If you get three SUBS for three shows consecutively, it's appropriate to speak with the Chief Announcer and Music Director about your time slot.
- If you do leave your show permanently, allow KGLT time to find a replacement for you.

WHAT TO DO IF THE NEXT DJ FAILS TO SHOW UP

- **Call the DJ**
- If no response, call the Chief Announcer, wait a few minutes and if no call back, call the General Manager. All staff numbers in the **Red Book**.
- **If all else fails, turn on SAM. Do not leave dead air on KGLT. Do not shut down the station.**

RECORD/CD LIBRARY RULES

- **NO KGLT CD'S OR VINYL LEAVE THE KGLT STUDIO. If you find music is missing, contact the Music Director.**
- No uninvited people in the KGLT Library or Studio. Only current KGLT staff can use the Library. If the person cannot identify themselves as announcer or apprentice, ask them to leave.
- **Pull your music just before your show; not the night or day before.**
- File your music when you are done. If another DJ leaves music unfiled, email the Music Director.
- If Vinyl/CD's are missing, email the Music Director
- If CD's are incorrectly labeled or damaged, put in the Music Director's mailbox with a brief note describing the problem. If a song is skipping, indicate the track number.
- If there is music you would like in the Music Library, advise the Music Director.
- Put empty Disc Washer Bottle(s) in General Manager Mailbox.
- The announcer with the next air shift has priority use of the Listening Table.

Music Director Email: kgltdm@kgl.net

ALPHABETIZATION AND REFILING

Alphabetize:

- Individual artists are filed by last name, then first name. Example: Dylan, Bob
- If two artists have the same last name, then the order includes the first letter of the first name. Example: Springfield, Dusty, then, Springfield, Rick
- Group or band names: (Skip 'THE') File under the first word of the group's name. View the entire name as one word.

Example: Redbone, Red Hot Chili Peppers

- Artist and Group in title, file under last name of artist

Example: Gladys Knight and the Pips, which is filed under **K**

Or, if they have a fictitious name, that is considered part of the group name and is filed as:

Example: Little Anthony and the Imperials, which is filed under **L**

Or, if the band is the artist's name, filed under last name

Example: The Steve Miller Band, filed under **M**

- Band Names are filed alphabetically, example: REM
- Band with acronym names are filed under the full proper name, example: NRBQ filed under New Rhythm and Blues Quartet
- Numbers used in a group name are filed under the spelling of the number, example: 10,000 Maniacs is filed as Ten Thousand Maniacs.

- If in doubt, go by the name on the sticker on the case or cover, and if you have a problem, email the Music Director
- Many major rock and jazz musical categories at KGLT are categorized by decade. World Music is categorized by Country of Origin unless an Anthology or a mix of countries represented.

CD/VINYL CATEGORY COLORS

Music Categories are labeled with a colored tape as shown below:

Rock	RED
Blues	BLUE
Soul	BLACK
Jazz	WHITE Label with a "J"
World	PURPLE
Country	BROWN
Folk	GREEN
Classical	none
Reggae	GREEN, YELLOW, RED (LP's are Large Red Tape)
Blue Grass	ORANGE
Sound Tracks	White Label with "STK"
Rap and Hip Hop	YELLOW
Christmas	GREEN & RED "XMAS"
Comedy	White Label with "COM"
Spoken Word/ Experimental Grey	

UNDERWRITERS

Underwriters are of utmost importance to KGLT's annual income. Pre-read carefully the underwriting messages and when on-air, recite them at the time listed on the program log and exactly as written in a clear, audible voice. Do not ad lib or change the message in any way. Each message is carefully scripted to provide maximum value to our client and meet FCC requirements. If you notice typographic errors in an underwriter message, please email the Marketing Director.

(purpose, types of)

KGLT PUBLIC SERVICE ANNOUNCEMENTS (PSA'S) AND PSA READER

PSAs are Public Service Announcements. They describe events for nonprofit organizations or community events. As a service to our community and listeners, KGLT offers complimentary Public Service Announcements (PSA's). Any Montana State University student organization or non-profit community group is welcome to submit information for airplay on KGLT. Also, KGLT will work with groups and individuals who would like to help neighbors in need.

All PSA's must go through and come from the KGLT office. They are kept on file as is required by the FCC. Announcers are not allowed to make up PSA's; they are invited to submit them to KGLT staff. If the announcer receives calls in the Air Studio about PSA's the call should be referred to 994-6484.

PSA information can be submitted to KGLT via the web at WWW.KGLT.NET, or emailed to the PSA Director at KGLTPSA@KGLT.NET. PSAs can also be dropped off at the KGLT Business Office in the Strand Union Building Room 376 during business hours or mailed to KGLT at:

KGLT

PSA Director

MSU Box 174240

Bozeman, Montana, 59717

The information must include the following: The organization's name, a brief description of the event (three to five sentences), dates, times, and location, the phone number and name of a person to contact if the KGLT PSA Director has any questions, the phone number our listeners can call for more information, and the start and stop dates.

The most effective announcements are simple and to the point:

- Event description
- Date
- Location
- Phone or contact number for information.

KGLT reserves the right to modify any submitted PSA information. KGLT also reserves the right to NOT use PSA information submitted.

PSA READER

The PSA Reader is a program on the studio computer into which PSA's are entered for the announcer to read. The announcer selects the PSA's that will interest the audience, and drags them from the column on the right to the column on the left. By double-clicking on the PSA, a box with the pre-written information will appear for you to read. Pre-read the PSA before you say it on-air. Check the Kill Date before you read it also. Don't ad-lib. These messages have been written to inform the listener and should not be changed or commented on by the announcer. Be positive. Start the PSA with the actual text rather than telling the audience that you are going to read a PSA.

KGLT EXECUTIVE STAFF and OFFICE PHONE NUMBERS

The Executive Staff consists of paid staff who work to maintain the standards and quality of KGLT. They are responsible for the daily operations of the station, setting policy, problem solving, providing information to volunteers and public, and disciplinary action. Problems, suggestions, complaints are addressed by paid staff members, starting with the General Manager.

994-6484 General Manager

994-7091 Underwriting Director

994-6483 Music Director

994-6487 Recording Engineer

IN-STUDIO LIVE PERFORMANCES, INTERVIEWS AND TICKET GIVEAWAYS

KGLT has limited space and resources available for In-Studio performance and interviews. Connect with the Marketing Director regarding In-studio performances and interviews two weeks prior to the show. A form will be provided for announcers to complete with questions that will allow staff to assess performance compatibility and assure that the same artist is not performing on multiple shows.

ALL Ticket Giveaways must FIRST be cleared by the Marketing Director.

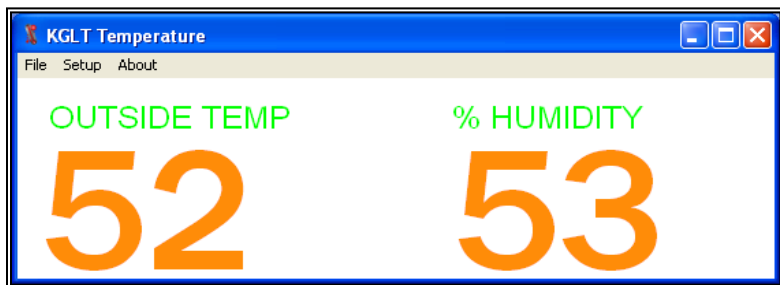
ON AIR GUESTS: If a non-profit group or a performer approaches you to be on your show, coordinate with Marketing Director. Guests cannot be on more than one DJ's show. You are responsible for telling them about FCC Profanity and Obscenity Regulations

WEATHER

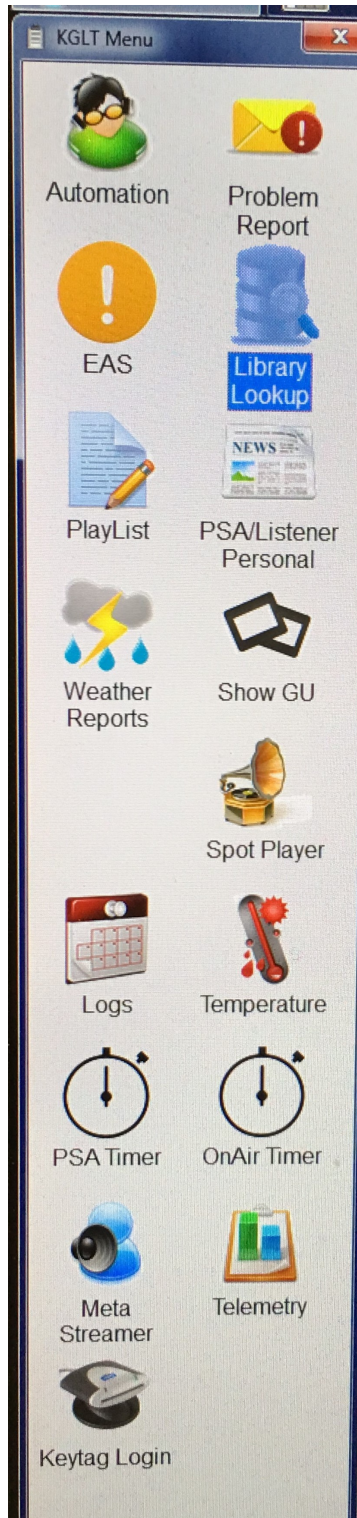
The weather that the Program Log refers to is displayed on the computer screen. The Weather Report program will display the Weather forecast for Bozeman, Helena, Livingston, Gardner and Yellowstone National Park. The program automatically checks for new weather each hour and update the display. A brief rundown of highs and lows with any warnings or watches is sufficient. Here is an example of what is displayed:

```
=====
AccuWeather Forecast for BOZEMAN
=====
TODAY          A thunderstorm this afternoon      H 66
TONIGHT        A couple of thunderstorms          L 40
WEDNESDAY      Sunny intervals with a t-storm     H 63 / L 38
=====
AccuWeather Forecast for HELENA
=====
TODAY          A p.m. shower or t-storm            H 64
TONIGHT        A couple of thunderstorms          L 39
WEDNESDAY      Partly sunny and nice              H 67 / L 42
=====
AccuWeather Forecast for LIVINGSTON
=====
TODAY          A thunderstorm this afternoon      H 66
TONIGHT        A couple of thunderstorms          L 40
WEDNESDAY      Sunny intervals with a t-storm     H 63 / L 38
```

There is also a KGLT Temperature Box on the Log Computer that will tell you Outside Temperature and Humidity in Bozeman:



Your KGLT Menu is located on the Left Studio Computer Desktop. NOTE all the Icons represent every program you need on air including the EAS Test, Playlist, Weather, Problem Report, & Library Lookup



PROBLEM REPORTS

If equipment necessary to be on the air breaks or if the station goes off the air, contact the Chief Engineer, whose phone number is in the Red Book (eg. Malfunction of Program Log or Spot Player malfunction.) If no response, call the General Manager. If something is not functioning properly but doesn't prevent you from fulfilling the requirements of your show, send a problem report before you end your shift (eg. Broken CD Player)

AUTOMATION USAGE OR HOW TO GET SAM TO DO THE NEXT SHOW

SAM's purpose is three-fold. Automation is only used when:

- the last DJ leaves for the last shift of the broadcasting day
- the building is evacuated
- the next DJ, after you have made every effort to find him or her, doesn't show up. If the next DJ doesn't show up or there is no DJ for the next show you will need to start the Automation program to run the station while no one is around.

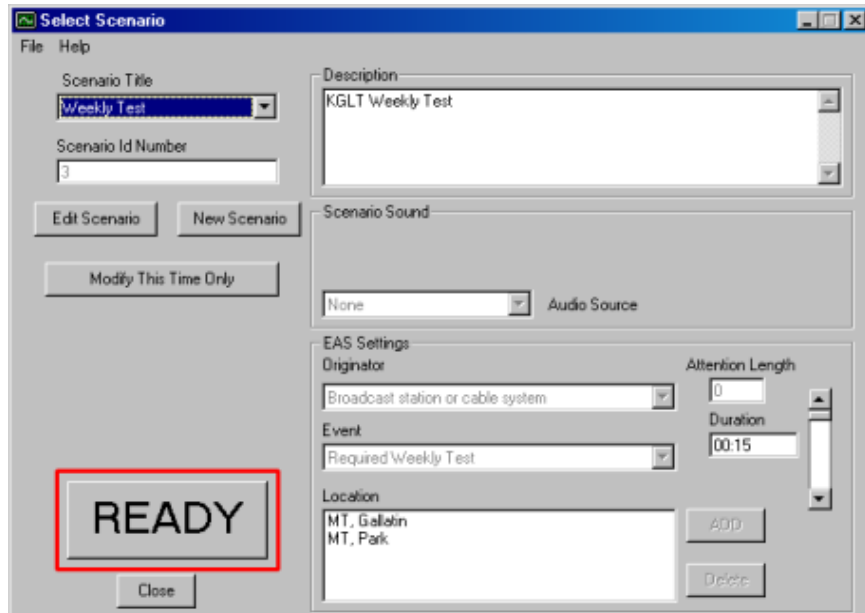
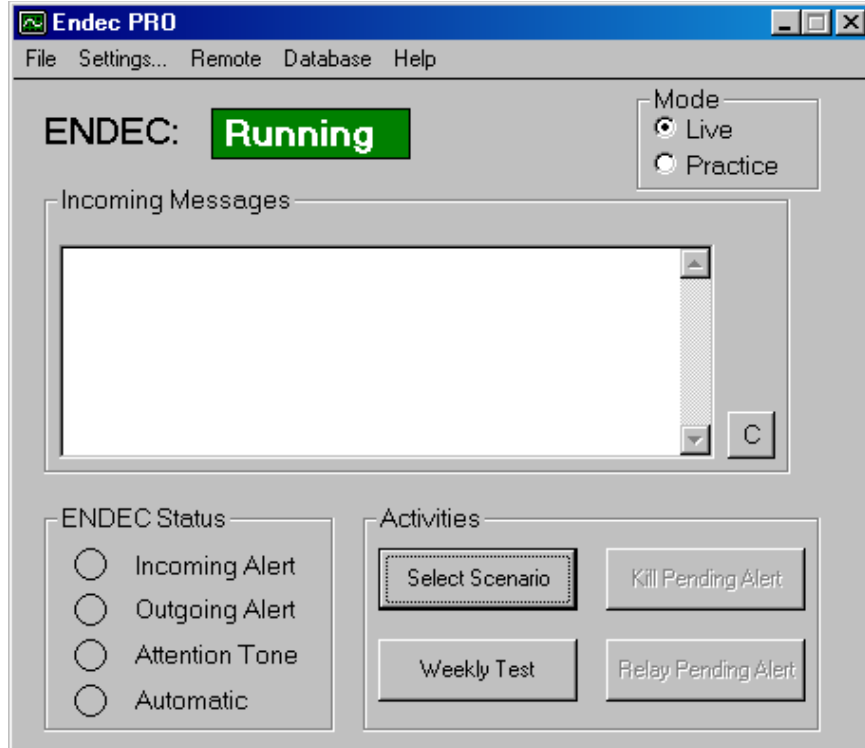
To start the Automation system:

1. make sure that the Computer (Channel #12, the right most channel on the board) is at about the -5 position.
2. On the Icon Toolbar on the left of the Desktop, find "SAM". Double-click on the Icon. It may take about 5 seconds for the program to start. When it does, it will either start by doing a Station ID or after about 20 to 60 seconds it will start playing music, it depends on how close to the top of the hour it is when the program is started. Check the levels and make sure that the meters are moving and not stuck at either the right or left-hand extremes.

You're done, make sure the doors are closed behind you as you leave. DO NOT LEAVE DOORS PROPPED OPEN. You can turn out lights if you want to, but leave the hall light on.

To stop the Automation System: When you come in, if SAM is airing a program (mostly ZBS Radio dramas), you will have to wait for the program to end and for SAM to return to playing music before you can shutdown SAM. Make sure you are ready to go on the air. Have all your music ready and check the logs. DO NOT START making playlist entries while SAM is still running this will mess up your playlist. **To stop SAM just click on the "X" in the upper right-hand corner of the Automation System program window. The program will stop playing music and exit. You are now "on the air".

1. Start the **EAS Control** program from the KGLT Menu. Click on the **“Weekly Test”** button. Click the **READY** button circled in **RED**:



2. Click the **SEND** button. The machine will send the EAS TONES. YOU **WILL HEAR THE TONES**. It takes about 4 seconds:
3. When the test is complete you will see the following. Click the **Close** button below the **READY** button.
4. The main program screen will re-appear.
5. Resume normal programming.
6. Record the time the test was transmitted on the Transmitter log in the section shown below. ALSO when the printer is finished printing the test log (like the following examples) tear it off and tape it to the OPERATION log.

EAS RECEIPT EXAMPLE

Alert Received at
 10/16/09 23:05:39 from
 KBOZ-AM Matched Filter
 REQUIRED RMT A
 Broadcast station or
 cable system has
 issued a Required
 Monthly Test for all
 of Montana beginning
 at 10:58 pm and ending
 at 11:13 pm (KBOZ)
 ZCZC-EAS-RMT-
 30000+0015-2900458-
 BOZ -

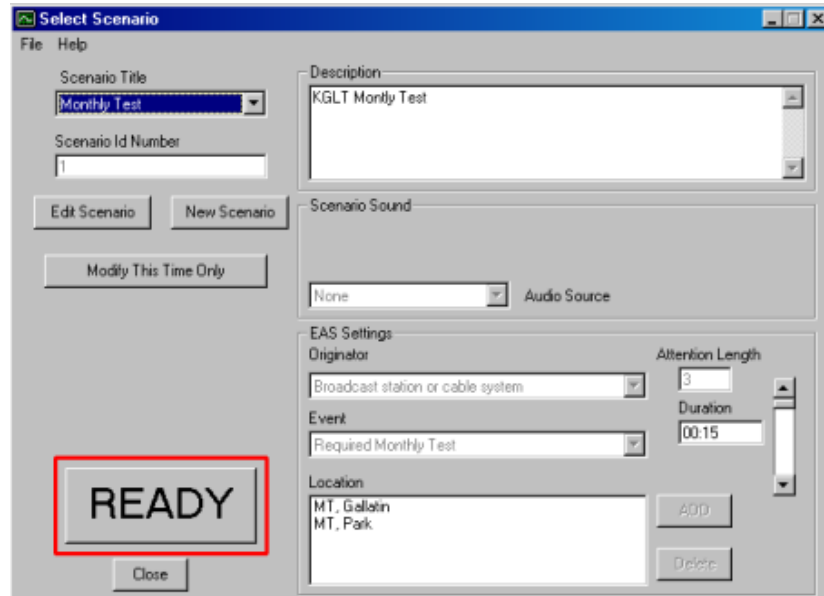
7. Enter the time and your initials on the **RWT** line in the Sent EAS Tests Section of the Transmitter Log.

Sent EAS Tests		
	Time	Initials
RWT		
RMT		
NWS		
Desc:		

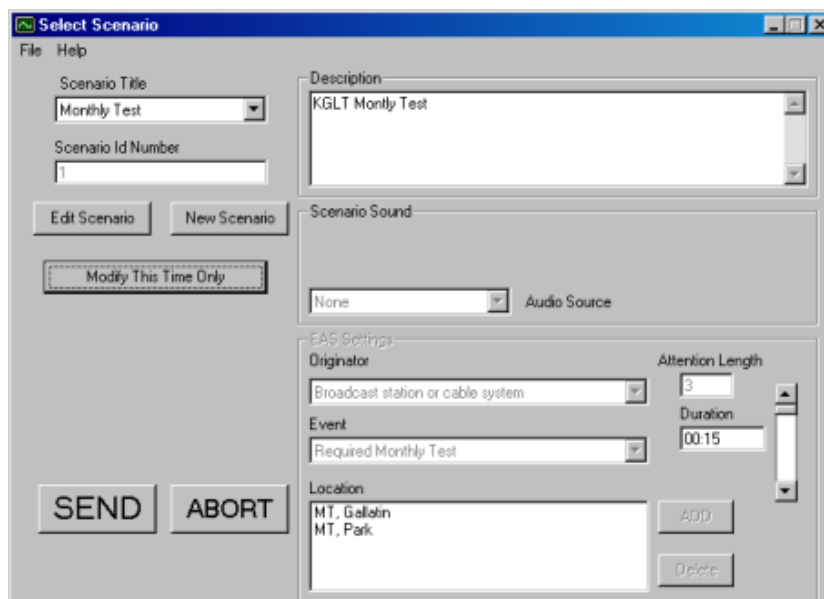
SENDING A REQUIRED MONTHLY EAS TEST

Before the time you need to send the Monthly test, go to the computer do the following steps.

1. Follow Step One of the Weekly EAS test. Start the **EAS Control** program from the menu if it is not already running.
2. Click on the **Select Scenario** button (see diagram on page 16).
3. The Screen will show READY in a red box in the lower left corner.
4. In the upper left corner is Scenario Title. Choose MONTHLY TEST



5. Stop your music for the duration of the test. Click the READY Button in the red box. You will see the screen below and click SEND at the time indicated in the Program Log:



6. The Screen will return to the READY Screen and then to the Original Endec Screen.
7. Return to normal programming.
8. Record the time the test was transmitted from the Endec Screen on the Transmitter log in the section shown below. ALSO when the printer is finished printing the test log (like the following examples) Tear it off and tape it to the OPERATION log.
9. Enter the time and your initials on the **RMT** line in the Sent EAS Tests Section of the Transmitter Log. (see diagrams on Page 15 and 19)

RECEIVING AN EAS TEST

Receiving an EAS test from another station:

When KGLT receives an EAS test from another station the text of the test message will be printed on the printer. Check the print out for the type of test received.

If it is a WEEKLY test:

Log the test on the Transmitter Log in the Received EAS Tests section, on the RWT line, write down the time the test was received, your initials, and note where the test came from in the **Desc** box (see below), then attach the printout to the Transmitter Log.

If it is a MONTHLY test:

Log it the same way as if it were a **WEEKLY** test, except that you write the information on the RMT line, don't forget to attach the printout to the Transmitter Log.

Received EAS Tests		
	Time	Initials
RWT		
RMT		
NWS		
Desc:		

IMPORTANT

YOU CAN NOT UNDER ANY CIRCUMSTANCES SHUT THE STATION OFF WITHOUT THE APPROVAL OF THE GENERAL MANAGER OR STATION ENGINEER. IF YOU DO YOU WILL LOSE YOUR SHOW.

KGLT SIGN ON/OFF ID

When Sign On/Off ID is used it is for legal purposes, pre-recorded and scheduled into Program Log.

You are listening to KGLT Bozeman 91.9FM, KGLZ East Helena 89.1FM with translators K208BX Livingston 89.5FM, K246BA Bozeman 97.1FM, K213AU Big Timber 90.5FM and K296EF Mammoth Hot Springs 107.1. KGLT Transmits on Studio Transmitter Link WPZC358 from our studios located in the Strand Union building on the campus of Montana State University to our Transmitter located outside Logan, Montana. KGLT is licensed for continuous operation at an effective radiated power of 12,000 watts. KGLT is owned by the Montana State Board of Regents and is a program of the Associated Students of Montana State University.