



## **KJHK 90.7 FM – Student Radio**

**KJHK 90.7 FM / 1301 Jayhawk Boulevard / Lawrence, KS 66045  
785-864-2422 / Broadcast worldwide at [www.kjhk.org](http://www.kjhk.org)**

## **WHAT ALL KJHK DJ'S MUST KNOW:**

### **What is KJHK's licensed transmitter output power?**

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

### **How do you determine KJHK's transmitter output power?**

This is determined by reading the Transmitter Remote Control, the grey/white unit located in the top space of the rack which holds the CD players, just to the right of the console. The transmitter output power is the digital number on the face of the Transmitter Remote Control when in the channel A2 position (you can use the "Channel Up/Down" buttons on the Transmitter Remote Control to get to channel A2 if it is on something else. The digital number reflects the number of watts emitted by the KJHK transmitter. This number should be within 50 watts of 2600.

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

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

The remote control unit is labeled "Transmitter Remote Control" and is located in the top space in the rack which contains the CD players. The remote control unit has four buttons:

- 1) Two channel toggle buttons, an up button and a down button. With the channel toggle buttons you can switch between the unit's two main functions. In the channel A1 position the DJ is able to turn the transmitter off (by pushing the red button twice) or on (by pushing the green button twice).
- 2) In the channel A2 position, the DJ can increase output power (by pushing the green button) or decrease output power (by pushing the red button).

### **Where is a copy of KJHK's Broadcast License?**

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

### **Where is Public Inspection File located?**

**This is crucial.** The **Public Inspection File** exists in two places: one copy is located in the labeled portable file case above the turntables in the main studio; the other is located in the KJHK General Manager's Office. The General Manager's office is on the 4<sup>th</sup> floor of the Kansas Union and can be reached at 785.864.2422. The Public Inspection File is available for viewing between

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

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

### **What is the EAS?**

EAS stands for "Emergency Alert System." This is the device that automatically interrupts KJHK programming to alert listeners to important weather or public safety information, including child abduction alerts (known as "Amber Alerts", and discussed below). The device itself is located in the basement of the station. When active, the EAS light in the air studio flashes yellow, and the EAS machine in the basement announces important information on-air.

### **What do I do when the EAS activates?**

A related task must take place when the EAS light is flashing in the main studio. When this light is flashing it is necessary to remove the printed receipt from the EAS machine downstairs and place it on the small clipboard under the EAS machine. Sometimes it may be necessary to press the "**MSG Waiting**" button, or the "**Print**" button on the face of the EAS machine.

### **Where is the Station Log/EAS Checklist?**

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

### **How do I perform an EAS Test?**

An FCC inspector may ask you to transmit a weekly test. To perform an EAS test, find the EAS machine in the rack of equipment at the bottom of the stairs. On the face of the machine push the button marked "**Weekly Test**."

### **What do I do during an EAS Amber Alert?**

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

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

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

### **What about other Emergencies?**

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

### **What about Studio Security?**

On-air staff with programs between 9:00 p.m. and 6:00 a.m. are **required** to close, lock and bolt the main door of the KJHK studios. Be sure the door is closed and locked securely. When the door is closed and locked place the 2x4 board in the door brackets. During the day it is not required to lock the doors; however, on-air staff can lock the door if it would help them feel more comfortable. The exit door in the basement automatically locks when closed tightly.

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

### **How do I report equipment/internet problems?**

KJHK equipment takes a good share of abuse and therefore equipment problems are fairly commonplace. To report an equipment problem, contact the Program Director at [kjhkprogramming@ku.edu](mailto:kjhkprogramming@ku.edu) or the KJHK Engineer at [kjhkengineer@ku.edu](mailto:kjhkengineer@ku.edu).

Internet problems should be immediately relayed to [kjhkit@ku.edu](mailto:kjhkit@ku.edu), and DJs should call the KJHK General Manager at 785-864-2422.

### **What Constitutes a Legal Station ID?**

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

Although it is not necessary to give a legal ID at the EXACT top of an hour, it is necessary to have it either two minutes before or two minutes after the top of the hour. An on-air host can say a legal ID, or they can play a legal ID file from I-Tunes. Legal IDs can be found in the I-Tunes menus marked "IDS", "IDZ", "AID" (artist IDs), or "JID" (jazz IDs). **Some DJs choose to mix a legal ID into the music they are playing. This is okay ONLY if the volume of the music is reduced significantly AND the legal ID is played/said at a point in the music when there are no vocals or speaking.**

### **What is the Disclaimer?**

KJHK is required to air a disclaimer once each day at midnight. If your on-air shift begins at midnight, you are responsible for playing the disclaimer. The disclaimer is located in I-Tunes folder "DIS" and can also be played like any legal ID, promo, donor announcement or PSA.

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

### **What is Rotation?**

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

Above the turntables are shelves of CDs. The shelf in the lower left is the rotation stack. Each CD has a review inside to help guide the DJ in their selection process. Songs marked “DNP” (Do Not Play) or crossed off on the track listing should not be played because they contain profanity. Once a song has been played over the air the DJ should take the CD and place it in the “dead stack” on the shelf above the rotation stack. These CDs should be stacked against the left side of the dead stack. At the end of a DJ’s shift, he or she should rotate the CDs on the right side of the dead stack into the rotation. Then, they can slide the CDs they’ve played to the right side of the dead stack, leaving the left side open for the next DJ. This ensures that the same songs are not overplayed.

Rotation is an important part of KJHK. Each week the Music Director reports the KJHK chart (made up exclusively of artists from rotation) to various music industry and media outlets. Therefore, what you play from rotation really matters because it has an impact on the KJHK chart and thus, the success of a specific artist. **Put albums in rotation back into the Rotation Shelf – do not mistakenly file new music rotation in the KJHK Music Library – it keeps KJHK from accurately charting new music. This is crucial.**

### **How do I Re-file Regular Music?**

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

When an album is selected from the library, be sure to mark where on the shelf that album was pulled. Typically DJs leave the CD to the left or right of the pulled CD out an inch or two to remind them where the CD should be returned. It is imperative that DJs re-file their music after each show. Not re-filing music is grounds for punishment or dismissal from KJHK. If an album is not re-filed it is possible that the album will be lost or damaged. On CDs the first two letters of the artist or band name are printed on the CD spine. This is intended to be a guide to easily locate the section in which a CD should be re-filed. Once the section is found, the CD should be filed in alphabetical order. Artists with a first and last name are filed by their last name. For example, Jonathan Richmond is filed in the R section and not the J section.

### **Is there anything else I should know about airing music?**

Due to U.S. copyright law, radio stations are prohibited from playing entire albums on-air without legal consent from albums’ respective copyright holders...this would make it far too easy for music piracy to occur. As a rule, DJs may only play two songs from the same album per hour, and songs may not be sequential (that is to say, track 4 leading into track 5).

### **How do I log music?**

It is required for all on-air hosts who play music during their program to keep a log the music they play. The online music-logging in the DJ Portal can be accessed by clicking “submit logs” to the right of the DJ Portal Main Menu. When you begin your show, enter your on-air name in the “User Name” box and your password, then proceed to “Submit Logs” on the right of the portal.

The music-logging form is made up of five columns. In the first column “type” select the genre of music or “requested music.” In the next column, type the name of the artist, and follow in the other columns with the song title and album title. In the last column “comments” you may choose whether or not to enter anything. When ready to submit, click the “log” button at the bottom left of the screen.

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

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

### **How do Traffic Logs work?**

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

As the traffic logs indicate, it is necessary to play announcements at :20 and :40 of each hour. To follow the traffic logs, find the current and correct time on the log. There will typically be one “Donor” one “Promo” and one “PSA” assigned for you to play. To the right of “Donor” “Promo” and “PSA” are correlating files that can be found in I-Tunes. So, an example might read:

10:20 AM	Donor	Love Garden
	Promo	Jazz in the Morning
	PSA	PSA – A

For this case, you would create a new temporary playlist in I-Tunes, you would drag a Love Garden file in the “DON” folder, a Jazz in the Morning promo in the “PRO” file and “PSA – A” from the “PSA” folder. Sometimes there is no “Donor” announcement listed at a given time. When this is the case there will be two “Promo” announcements, one of which may be a “DJ’s choice.” When this occurs, the DJ may select a donor of his or her choosing to play at this timeslot.

### **What are Do Not Play Tracks?**

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

As a general rule, the following words should be avoided at all times: shit, piss, fuck, cunt, cocksucker, motherfucker & tits. (note: “pissed-off” is okay if the use is fleeting – DJs should not say “pissed-off” over the air, but if a song includes this in the lyrics it should not be considered a DNP). These words are considered obscene and will result in a fine from the FCC. In addition to these obscene words, “indecent language” can also result in a fine. Indecency, as defined by the FCC, is discussion or mention of sexual or excretory functions in a non-scientific manner. Therefore, some crass humor could be considered indecent and should be avoided. In general, remember that KJHK is not in the business of shocking people into listening.

### **What should I do if I play a DNP?**

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

If the DNP in question was not marked on a KJHK album, add it to the list of DNP tracks in the music review attached to that album. If the DNP in question shows up on something you brought, disciplinary action may be taken against you for not screening your own music, and you may be required to submit proposed playlists to the Program Director prior to your weekly show.

### **What should I know about speaking on-air?**

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

**1) Remaining non-promotional** - One difficult trick to hosting a program on non-commercial radio is speaking without promoting any particular business or organization. The FCC can dish out serious punishments or fines to non-commercial stations if promotional language is used, regardless of whether promotional language is intentional or unintentional. It is important to note that an on-air host can share his or her opinion, if it is made clear that it is his or her opinion.

**NO:** "The chocolate ice-cream at 31 Flavors is the best."

**YES:** "31 Flavors serves all kinds of ice-cream, including chocolate."

**YES:** "Chocolate is my favorite flavor of ice-cream at 31 Flavors."

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

**NO:** "Check out the Shins tonight at the Bottleneck."

**YES:** "The Shins are playing tonight at the Bottleneck."

**NO:** "Call 864.5483 for more information."

**YES:** "More information is available at 864.5483."

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

**3) Announcements versus advertisements** - When pre-announcing donor breaks, **don't refer to the donor announcements as commercials or advertisements.** Refer to them simply as "announcements."

### **Okay, what CAN I talk about during the breaks?**

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

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

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

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

**Why do I need to know all of this stuff?**

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

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

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