



Official DJ Handbook

welcome!

Thank you for participating in the BIRN. You are part of a vibrant community working together to realize a unique shared vision: Musician Radio from Berklee College of Music and the Boston Conservatory at Berklee. The BIRN does things every day that no other radio station on the planet can do!

This handbook has been prepared to make clear our station procedures and policies, and to outline what's expected of you as a BIRN DJ. Read this document in full and refer to it any time you are unsure of station protocol.

Our mission: World Domination!

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Assistant Professor, MP&E
BIRN Faculty Advisor/General Manager
gm@thebirn.com

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general meetings

BIRN members meet **every Monday night** in **22 The Fenway, Room 112**. In the initial training weeks of the semester, the meetings are split: **Noobs at 6:00 pm** and **Peeps at 7:00 pm**. After that, the two groups merge and everyone meets at **6:00**. Check the CP – meeting times (and any changes or cancellations) will always be posted on the Home page.

The purpose of BIRN meetings is for you to interact with your fellow members and receive information about **current projects, news, and opportunities** for involvement. Meetings sometimes also include presentations about broadcast techniques and other aspects of radio.

Some members take the BIRN course, MTEC-200. The general meetings also serve as the weekly classes. For **all members, attendance is mandatory** and documented – remember to sign the attendance sheet every week. Be sure to arrive on time; doors close at ten minutes past the hour and anyone not in the room at that time is considered absent and given a strike.

- ◆ Kindly resist using your mobile phone or laptop computer during BIRN meetings.

- ➔ If you have to miss a meeting, you can avoid earning a strike if you email strikes@thebirn.com at least 24 hours in advance, explaining the reason for your absence.

The **Control Panel**, or **CP** (thebirn.com/cp), is the BIRN's online system for internal communication and show management.

- ◆ Important news and announcements are always posted on the CP Home page. **Check it regularly** and stay informed!

the control panel

Use the CP to manage your public **DJ profile** and **show page**:

- ➔ Complete and maintain your DJ profile **“about”** information, so your listeners know something about you. (Your official **DJ photo** will be provided by a BIRN photographer. Do not use another photo.)
- ➔ Complete your **show page** with a useful **description** and representative **image**. Use your show **posts** like weekly blog entries to tell your listeners what you have planned.
- ➔ If you need help with a new DJ photo or show image, email communications@thebirn.com.

- ◆ Also use the CP to enter your **playlists**, make **guest requests**, sign up for **production events**, contact other **members**, read about **new music** releases, find **news** stories for your show, make **problem reports**, download BIRN **resources** and more...



the station

- ◆ **DJs gain access** to the station with their Berklee IDs upon successful completion of the initial five-week training process. Contact Tony Brown if you have any problems with ID card access.
- ◆ **Always sign in and out** on the **Studio Activity Log** located near the station entrance.
- ◆ **Unauthorized guests** (even friends and family) are **not permitted** to enter the station. This is an important campus security issue. Use the guest request process below to have guests on your show.
- ◆ The station is not a place to hang out. There are often activities taking place at the studio, including daily management business and work-study projects. Please be respectful of the space and those who use it.

NO FOOD OR SNACKS ARE ALLOWED IN THE STATION!

Even empty food containers and snack wrappers carry food residue that can cause odors and attract pests.

Leave them outside.

Beverages are allowed in the station, but they must be left outside the Broadcast and Production studios. Use the wall shelves outside these studios to hold your drinks.

➔ If you are ill, stay home.

The DJ experience is very hands-on, and germs spread fast, so please be considerate of your fellow DJs.

In case of illness, immediately notify strikes@thebirn.com and make every effort to secure a substitute so that your show is not missed.

starting your show

- ✓ **Always arrive at least 15 minutes before your showtime (30 minutes for training shows) to prepare.** Starting your show late will earn you strikes! Begin your show on the hour by playing a station ID.
- ✓ Make sure the **ON AIR** lights are **on** during your show. The switch is just to the right of the Broadcast Studio door.
- ✓ **Messages** should be signed in with our AIM account **thebirn** at all times. (Use your laptop or mobile phone for personal chat accounts.) When you start your show, **set the Messages status message to your show name.**
- ✓ **You must pause iTunes** when you begin your show, and **play** it again when your show is over. This will ensure that your own playlist is published (and not the titles from iTunes) during your show.
- ✓ The **AppleScript** running on the Broadcast computer must remain running at all times. Please leave it alone.



broadcasting

- ☑ You may play music from high-quality audio files, audio CDs, or vinyl records. (To use the BIRN's turntables, you must first have a short training session – contact teamvinyl@thebirn.com for information.) Always screen your music in advance for both audio quality and content (no offensive language). Do not play audio from YouTube, Spotify, Tidal or other online streaming services on your show. (It's illegal!)
- ☑ You may only play *commercially released* recordings. This includes music released through download services like iTunes and Amazon, as well as independent releases through services like Bandcamp and Topspin. No bootlegs! However, you may play unreleased music on your show if you obtain a release from the artist and copyright holder. Release forms are available at the station and here:
<http://media.thebirn.com/BIRN-release.pdf>
- ☑ When each song is played, you must **promptly update your playlist** on the CP with the correct song title, artist name, and album if available.
This is a legal requirement.

United States Copyright Law places certain restrictions on internet broadcasters. Among these, we are required to be a *non-interactive* service, meaning:

- You may not publish or announce in advance what specific songs you will play.
- Your show may not “substantially” consist of requests played within one hour of being requested or at designated times. (In other words, you may take requests, but if you take a lot of them, you must play them at least an hour later, and you can't say when.)

Additionally, within any three-hour period, we are limited to broadcasting:

From any one *album*...

- ➔ no more than 2 songs consecutively.
- ➔ no more than 3 songs total.

From any one *artist* or compilation...

- ➔ no more than 3 songs consecutively.
- ➔ no more than 4 songs total.

language/content

The BIRN uses a synthesis of college and community standards, FCC guidelines, and common sense regarding appropriate language for on-air broadcasts. **Simply put, do not allow offensive language on your show.**

If you accidentally play a “swear,” you must immediately fade out the song (and start another) and notify strikes@thebirn.com. If you, your guest or a caller swears on air, you also must notify strikes@thebirn.com.

In addition, it is college policy that DJs may not make negative comments on air about Berklee faculty, staff or students. Violating this policy has serious consequences. Be cool, be respectful, keep it classy.



ending your show

- ✓ **Prepare to leave** the studio 10 minutes before the end of your designated time slot so that the next DJ(s) can set up and start on time. Do not make someone else late for their show!
- ✓ **Take all of your belongings with you!** Double check for flash drives, notebooks, items of clothing, and drink containers on the shelf outside the studio.

- ➔ Every show on birn1 is automatically recorded for later reference. Remember to grab a copy of your show from the BIRN_SHOWS drive before leaving the station.
- ➔ Your show recordings are for your personal use only, and may not be distributed to others or published online.

If there is not a show immediately after yours, do these things too:

- ✓ Turn up MAC AUDIO to unity gain (the dot) and ensure iTunes is playing our “Best of BIRN” playlist on **Shuffle** and **Repeat All**. All other channels should be **off**.
- ✓ Set **Messages** to an **away** message.
- ✓ Set the monitor level **low** and turn the headphone level all the way down.
- ✓ Turn off the **ON AIR** lights.
- ✓ **Leave the studio neat and clean:** Remove any stray items. Arrange the microphones, headphones and chairs neatly. (Do NOT hang headphones on the microphone stands.)

...a word about theft

With great power comes great responsibility. You will be held responsible for any station items missing after your shift, and the college will be notified.

strikes

Strikes are how we keep track of infractions – see the examples to the right. Any time you break the rules, you must notify strikes@thebirn.com.

If you earn **three strikes** or more, you are suspended from broadcasting and must schedule a meeting with Tony Brown to review what happened. Tony will advise you on how to resolve your strikes and get back on the air.

- Late for your show: 1st time – 1 strike
2nd time – 2 strikes
- Unauthorized guest: 1 strike
- On-air swear: 1 strike
- Missed meeting without notification: 1 strike
- Failure to input your playlist: 1 strike
- Missed show: 3 strikes



missing a show

The show must go on! Missing your show without notification will earn you **three strikes** – immediate suspension. If you *cannot* do a show, arrange for a substitute if possible (a sub must be a current BIRN peep) and notify strikes@thebirn.com at least 48 hours in advance. If you have a co-host who can do the show without you, you won't earn strikes as long as you notify strikes in advance. Otherwise, you may miss **one** show per semester without penalty as long as you notify strikes at least 48 hours in advance.

guests and co-hosts

Bringing in guests is a popular way to add value and diversity to your show, and is strongly encouraged! However, guests are only allowed into the station with **advance permission**. If you want to have a guest on your show, follow these instructions and guidelines:

◆ You may have other BIRN DJs (as long as they are current Peeps in good standing, or Noobs who have passed the five-week training threshold) as co-hosts on your show any time. No guest request form or advance permission is needed!

- To make a guest request, use the **Guest Request Form** on the CP. Complete all fields **carefully and completely**.
- Your guests must be contributing to the broadcast in a way that is valuable and entertaining.
- There are two types of guests: Regular guests in the Broadcast Studio, and performers requiring the use of the Live Room and Production crew. **Regular guest requests** must be made at least **a week in advance** of the show. **Live Room guest requests** must be made at least **two weeks in advance**.
- **You must receive confirmation** from Production before bringing the proposed guest to the station.
- Any follow-up correspondence should be directed to production@thebirn.com. Any changes to your original request must be approved in advance.
- Repeat guests must be proposed and approved individually for each visit.
- **You will be held responsible** for the conduct of your guests. Be sure to inform them **in advance** about all station policies.

Do not contact established artists on behalf of the BIRN. There is protocol in place to make formal contact with artists, representatives, and labels. Any requests to contact established acts should be sent to Tony Brown, the station's Program Director. This is a serious issue; your cooperation is essential and appreciated!



Contacts

You are not alone!

DJ trainers and BIRN staff are always available to help – just ask.

If you need urgent assistance, use the contacts listed here.

If you encounter any other (non-urgent) problem at the station, please submit a **problem report** on the CP.

Name	Title	E-Mail	Phone
Chad Blinman	General Manager	gm@thebirn.com	617-834-8207
Tony Brown	Operations Manager	abrown1@berklee.edu	617-306-9355
Cameron Hawkins	Station Co-Manager	cameron@thebirn.com	434-607-8955
Pooja Aggarwal	Station Co-Manager	pooja@thebirn.com	201-968-6675
Andrés González	Studio Manager	andres@thebirn.com	617-230-3069
Jimmy Lim	Production Coordinator	jjim11@berklee.edu	617-401-5464

teams

Team	Functions	E-Mail
Station Operations	show scheduling, DJ training, music library, programming, infrastructure, policies	management@thebirn.com
Communications	promotions, copy writing, blog and social media, photography and graphic design	communications@thebirn.com
Production	live event recording and mixing, audio and video production, technical support and training	production@thebirn.com
Web Team	website design and programming, support	webteam@thebirn.com
Team Vinyl	vinyl training, turntablism, vinyl library	teamvinyl@thebirn.com

Within the BIRN are several smaller teams that handle different aspects of daily station operations and other BIRN activities.

For matters relating to these specific areas, or to join a team, refer to the contacts to the left.

on-campus contacts & social media

BIRN Broadcast	x8790	Tony Brown	x2408
BIRN Edit	x8538	Chad Blinman	x2226
BIRN Live Room	x8799	BIRN Business Line	x8538
Studio BPC	x2327	Security	x2682

from outside the college, dial 617-747-xxxx

website **thebirn.com**
 station phone **617-651-BIRN** (651-2476)
 AIM (chat) **thebirn**
 Twitter **@birn**
 Facebook **facebook.com/thebirn**
 YouTube **youtube.com/berkleebirn**
 Tumblr **birnblog.tumblr.com**
 Flickr **flickr.com/photos/birn**
 Instagram **instagram.com/thebirn**
 email **info@thebirn.com**



BERKLEE INTERNET RADIO NETWORK

THE BIRN PARTICIPATION AGREEMENT

1. Every participant of The Berklee Internet Radio Network, hereafter referred to as The BIRN, must adhere to the following conditions and guidelines while participating on the BIRN.
2. Participation in The BIRN is a privilege granted by the Berklee College of Music. Berklee College of Music may revoke this privilege at its discretion.
3. The term "Management" shall be defined as the College Advisor and any designee(s) appointed by the College Advisor.
4. Use or display of profane language (as stipulated by The BIRN) during live broadcast or pre-recorded programming is prohibited. This includes (but is not limited to) defamatory comments about college faculty, staff, and students.
5. Verbal abuse of race, religion, gender, or sexuality during live broadcasting or on pre-recorded programming is prohibited. All content and dialogue must be approved by The BIRN before broadcast.
6. If a DJ accidentally plays a song with swear words and is unable to block or remove the profanity before it reaches the speakers, they must stop the song at once. If profanity was aired, the DJ must notify the Program Director. Any DJ that fails to notify the Program Director risks losing their participation privileges at The BIRN.
7. Slander of any entity of The BIRN, including, but not limited to, any part or member of station staff, advisors, groups, committees, property, or station policy, is strictly prohibited.
8. Critique of any campus event must be well researched and based on fact, and must be reviewed by The BIRN staff before it is broadcasted.
9. DJs must keep a log of their activities within the station, including time of arrival and departure, Berklee ID, and contact information.
10. DJs are required to notify Management of scheduled guests and/or interviews. Guests must present a valid photo ID and contact info, and must be signed in and out of the station to the care of the appropriate DJ.
11. DJs are responsible for the actions of their guests at all times during their visit to the BIRN.

BERKLEE INTERNET RADIO NETWORK

12. Condoning the use of profane language by guests during live broadcast or pre-record interviews is prohibited. If a guest steals, swears, breaks equipment, etc., the DJ will be held responsible for the guests' actions.
13. Accepting any conditions or materials from outside interests in exchange for broadcasted promotions or endorsements is prohibited.
14. Conducting contests or giveaways without the consent of BIRN Management is prohibited.
15. Negligent use or abuse of station property is prohibited.
16. Possession of any station materials outside the radio station premises is prohibited. DJs caught stealing anything including (but not limited to) CD's or other audio/visual storage devices, pens, headphones, computers, etc., will be permanently banned from the radio station.
17. The BIRN is ultimately the rightful owner to all shows, equipment, and storage spaces. Reproduction of shows and/or the borrowing of items **MUST** be approved by The BIRN Management.
18. Use of The BIRN's name, image, logo, or reputation without proper approval is prohibited. DJs who wish to promote any event on or off campus must do so under the guidance of the Management.
19. The BIRN is a student-operated organization sponsored by Berklee College of Music, and therefore is a drug-free organization and activity. Every member of The BIRN staff, including DJs, is prohibited from using or being under the influence of alcohol or illicit drugs while on The BIRN premises and/or while representing The BIRN in events on and off campus. Violation of The BIRN's drug-free policy by The BIRN's staff or guests will result in expulsion from The BIRN's premises and membership.
20. All BIRN staff, volunteers, and guests must adhere to all Berklee College of Music policies, as written in Berklee's Student Handbook.
21. Having invested in a Berklee education, we understand the necessity to preserve the reputation of our college. In our broadcasts, we will work to uphold the standards of excellence set forth by the college. Broadcast content, the music as well as the performance of any DJs or guests speaking on the air, will be evaluated on the basis of recording quality, lyrical and thematic content, and musicality (if applicable), to ensure an accurate reflection on the community and standards of Berklee College of Music.

BERKLEE INTERNET RADIO NETWORK

I agree to follow all of the guidelines and rules listed within The BIRN Participation Agreement. I understand that all privileges of participation can be revoked at any time at Management's discretion.

Name (Print) _____

I.D. # _____

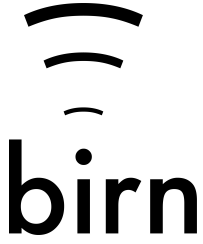
Hometown _____

Phone # _____

Signature _____

Date _____

Berklee Internet Radio Network reserves the right to disclose your name and hometown (as well as the names and hometowns of the performers/guests listed above and included in your program) as we find necessary. However, your contact information (phone number and email) can only be released to the general public with your consent. The BIRN will not release your I.D. number to the general public. However, should disciplinary action be taken against you on a level involving the college, The BIRN reserves the right to supply the Berklee College of Music with your contact information as necessary.



Berklee Internet Radio Network Student Media Release Form

Student name (please print): _____

In consideration of the above named Student's involvement with the Berklee Internet Radio Network ("the BIRN"), I hereby consent to the participation in interviews, the use of quotations, and the taking of photographs, video or audio recordings of the Student by agents or employees of the BIRN.

I hereby authorize the BIRN to edit, use, and reuse said materials for non-profit purposes in conjunction with activities of the BIRN and/or the Berklee College of Music, including use in print, on the internet, and other forms of media.

I hereby release the BIRN, the Berklee College of Music, and their agents and employees from all claims, demands, and liabilities whatsoever in connection with such use.

I am over eighteen years of age. Signature of Student:

_____ Date: _____

Mailing address of Student:

- OR -

Signature of Parent or Guardian (if Student is under eighteen years of age):

_____ Date: _____

Printed name of Parent or Guardian: _____

Mailing address of Parent or Guardian:
