

WRCT: A Manual (4th ed.)

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1 Preface

Welcome to the newest version of WRCT: A Manual, also known as the WRCT “bible.” If you’re reading this, it’s probably because you are interested in the station and studying for the membership test. That is all well and good, and this manual is designed to help you in that process. You may also be a current station member looking for a quick reference—you’re in the right place for that, too.

The manual is organized into six sections, each of which coincidentally starts with a ‘p’ because they were easily made to do so.

- The **preface** is what you’re reading now. It is exactly what a preface should be—a beginning.
- **Philosophy** is about why we do what we do at WRCT, and overarching nebulous things like our motivations and vision for the station.
- **People** introduces you to the many “exec” positions and their reasons for being, but unfortunately cannot really express what it means to be a WRCT staph member.
- **Places** is an overview of the station infrastructure and what it is used for.
- **Policies** details a few little things about how radio stations work in general—and idiosyncrasies specific to WRCT, weird as we are.
- **Patois** tries to explain a lot of weird, station-specific terminology. If you don’t understand a term used elsewhere in the manual, maybe it’s defined here.

2 Philosophy

Ah, now for the manual itself. Here we get into the really interesting questions—what guides WRCT? Why do we do what we do?

2.1 What is WRCT?

Well, first off, we should tell you what WRCT is. WRCT (the “RCT” stands for “Radio Carnegie Tech,” by the way, since you’re probably wondering) is a licensed Class-A non-commercial educational FM broadcast station operating on an assigned frequency of 88.3MHz. We’re licensed to broadcast 24 hours a day and 365 days a year as a public service to the Carnegie Mellon campus and student body, and the rest of the listening populace of Pittsburgh. Basically, we pump out 1750 awesome watts to the North, West, and South (unfortunately only 675W to the East) every day of the year.

2.2 Goals

The station has two main goals. First, we want to give the CMU campus and Pittsburgh area entertaining and informative programming unlike anything else on the radio dial. This is why we’re free-format, with every DJ, public affairs host, and producer taking responsibility for their own show. This is also why we’re non-commercial, so we don’t have to be too concerned with ratings and advertisers. Because we’re free-format, though, some listeners may not like some of the stuff they hear on WRCT. But what is on the station one hour is often totally different than what we broadcast the next hour, so those listeners can tune back in and get something they enjoy. This is why we like variety. The second main goal is to create a fun, relaxing, and educational environment for the staph of WRCT. Everyone involved in the station is a volunteer, so we try to have fun doing this!

2.3 Reasons to join

If you're considering being a DJ, you're probably joining because you love music. When you DJ at WRCT, you learn a lot about a lot of music. No, seriously. We have a library of more than 60,000 items and we get more than 100 new items sent to us per week by labels. If that sheer volume weren't enough, all of your fellow DJs love music and most of us love different types, so you learn a lot just by hanging out at the station. And, of course, you get to inflict your music taste on CMU and Pittsburgh, which is a lot of fun.

Not everyone involved in WRCT is a DJ, though. For example, public affairs hosts are as passionate about talk as DJs are about music. PA hosting allows you to speak your mind and advance your opinion to a wide audience, and get people thinking, which can be very rewarding. And a lot of us at the station are behind-the-scenes people. Engineers and the Information Systems department keep things working (and have lots of interesting and difficult problems to solve daily), producers operate equipment for more complicated shows (like talk shows and when we have live bands play in the studio), the music staph manages all the music we referred to above (a massive job in itself), the public relations staph gets us free things (we love that) and puts together art for our posters and program guides (we also love that). There are even more positions around WRCT, this isn't a comprehensive list.

Basically, if you're interested in doing any of these exciting things at the station, the procedure is to join the station (pass the written test), and then talk to whoever is currently holding that position. In most cases, they'll be happy to take you on and train you on how to do their job. More help is always good.

(Oh, and we're the only student group that reaches off campus—we're powerful enough that all of Pittsburgh hears us all of the time.)

3 People

This leads pretty naturally into our next section (which is fortunate from a manual-writing perspective). And that is... who are all of these people? What do they do? What are their jobs? For that matter, why has it been spelled "staph" in this manual? And that's what we can now answer. (The answer to the "staph" one, by the way, is that somebody way back in the murky history of WRCT thought it would be funny—"staph," like an infection... yeah. Anyway, we've been stuck with it ever since.)

3.1 The Executive Board

As far as directing station affairs goes, there is a simple hierarchy in place—basically, there are seven members of the station referred to as the Executive Board (or "exec board"). These are the seven people entrusted to make major station issues and vote on station policy, and they're presided over by the General Manager. Below the executive board in the hierarchy are many other named directors and assistants, referred to as the Executive Staph (or "exec staph," or even just "exec"). Each executive staph member functions as an assistant to some executive board member. They do have Executive Board votes but are very active and involved at the station and assist the exec board in their duties. Then, of course, the rest of the station membership comes along for the ride. Here are the seven executive board positions and notes about most of the executive staph positions under them, as a way of highlighting all the things we do at the station. You can contact all seven members of the executive board collectively at exec-board@wrct.org.

3.1.1 Business Manager

The Business Manager monitors WRCT's financial accounts, and interacts with the Student Activities Office, Student Senate, and the Joint Funding Committee to procure funding so WRCT can function. The Business Manager creates the annual budget for the station. He or she is the one to contact if you want something purchased or need to be reimbursed, and you can contact him or her at business@wrct.org.

3.1.2 Chief Engineer

The Chief Engineer oversees the Engineering staff in the maintenance and upgrade of station equipment, and assists in the technical aspects of local and remote broadcasts that the station sometimes does. You can contact him or her at engineering@wrct.org, and you'll probably want to do so if you notice something being broken. The Chief Engineer is assisted by:

- The **Production Director**, who oversees the production of public affairs shows on WRCT, with the assistance of the production staff. He or she is also in charge of station resources like the mobile DJ rig and Studio A.
- The **Information Systems Manager** (or "ISM"), who is in charge of maintaining and upgrading the computer systems of WRCT. Along with the "ISM staff" (in which case "ISM" means "Information Systems Management") he assists the Engineering staff in the operation of the station's information facilities.

3.1.3 General Manager

The General Manager, more commonly known as the GM, oversees every aspect of the station. In particular, he or she runs the general meetings and exec meetings (discussed later in the "Policies" section), is responsible to the FCC for the station, serves as the station liaison to student government and other important bodies, and is in charge of legal issues. The GM is sort of the commanding officer of WRCT. He or she is also the chairman of the license board. You can contact him or her at gm@wrct.org, if you have legal questions or about general policy matters.

3.1.4 Program Director

The Program Director is the person who creates the schedule of music shows, ensures music show quality, and disciplines DJs in cases of FCC rule violations. He or she is responsible for the "sound" of WRCT, so to speak. The PD is the person in charge of all the DJs and all music shows. You can contact him or her at program@wrct.org. He or she is assisted by (amongst others):

- The **Music Director**, who is responsible for the flow of new music into the station. He or she is responsible for coordinating the efforts of the genre directors in selecting new music for inclusion in the library and the record librarian's maintenance of the library, as well as coordinating music staff meetings, "shit patrols" (where we listen to random music we received to see if we should keep it), and contact with labels. He is assisted in this, of course, by a record librarian and many genre directors. (Sometimes the Music directorship is split between an Internal Music Director who manages music once it has arrived at the station and an External Music Director who manages relationships with labels and distributors.)
- The **Traffic Director**, who is responsible for reading through the logs DJs produce on their shows and checking that all DJs are fulfilling their requirements, both to the FCC and to WRCT itself.

3.1.5 Public Affairs Director

The PA Director is the Program Director's counterpart for public affairs shows—the talk shows, live band shows, and remote broadcasts (sports!) that air on WRCT. He or she is responsible for coordinating efforts between the hosts of public affairs shows and their producers, and creates the schedule of public affairs shows. You can contact him or her at pa@wrct.org. He or she is assisted by:

- The **News Director**, who manages the staff of WRCT's newscasters, who provide short news broadcasts to keep our listenership informed about current events and weather.
- The **Sports Director**, who coordinates Tartan sporting event broadcasts with the help of the PA Director. He or she also has assistant sportscasters who help call the games.

- The **Public Service Announcement (PSA) Director**, who coordinates the PSAs which we read over the air as a service to the public and as a provision of our non-commercial license.

3.1.6 Public Relations Director

The Public Relations Director maintains the image of WRCT on campus and in Pittsburgh as our liaison to the outside world. He or she obtains underwriting from merchants, promotes station-sponsored events, and gains the support of other student organizations when necessary. If you have any questions about promotions or underwriting or similar things, you can contact him or her at pr@wrct.org. He or she is assisted by:

- The **Carnival Director**, who is WRCT's representative to CMU's carnival committee. If you don't know what CMU's Carnival is, and you're a student, you will learn soon. For those of you who aren't students, CMU has a crazy tradition of throwing a carnival every spring, where campus is a giant party for a long weekend. WRCT plays a large part in this, broadcasting from the Midway and airing live coverage of Buggy races.
- The **Promotions Director**, who procures promotional items, some of which are for sale or for station members, others of which are for DJs and PA hosts to give away on the air, whatever those items may be. He or she also sets up how these items are to be given away.
- The **Art Director**, who coordinates the production of the graphical materials that alert the outside world to things we're doing, and makes sure our stuff looks cool, as WRCT often needs to put out posters promoting an event or our new semesterly program schedule. And t-shirts! Always t-shirts.
- The **Mail Director**, who sorts and files the mail WRCT receives daily, forwarding it to the various people around the station who need to take care of it.

3.1.7 Staph Representative

The Staph Rep is the person the general staph should go to if they need information or have a problem. This person is the general staph's representative at exec meetings, functions as the secretary at meetings, and maintains the contact information for the staph as well. Along with the GM, the Staph Rep leads every aspect of the station. He or she is a member of the license board. You can contact him or her at staphrep@wrct.org if you have any problems with any other station members. He or she is assisted by:

- The **Training Director**, who is the point of contact for new and prospective members, and administers tests to join the station. You should already be familiar with each other, but if you're not, you can reach him or her at training@wrct.org.

3.2 The License Board (WRCT Radio, Inc.)

WRCT's license is held by a non-profit corporation called "WRCT Radio, Inc." The historical reasons for this are long and involved, but suffice to say that it's very nice for us now that this is the case, as we own our own license. This makes us very unique amongst college stations, as most stations' licenses are held by the university to which they're affiliated. WRCT Radio, Inc., is often also called the "license board," and the five people who make it up are the General Manager, the Staph Representative, the Chief Operator (usually the Program Director, but not a WRCT position as such, just a position mandated by the FCC), our advisor in the Office of Student Activities, and a staff/faculty member at large. This is constitutionally mandated so that students have a majority on the board but that other people are around to give the board some organizational memory. You can contact the license board at license-board@wrct.org.

4 Places

And now, where does the exec board (and the rest of the station) do their work? There's only one reasonable answer: the station, of course. WRCT is fortunate to have more space allocated to it than basically any other student organization. We actually have multiple rooms, when many other organizations have to share offices if they have any at all. The reason for this (Other than the simple fact that the ratio of how hard we rock to how hard they rock is approximately equal to the ratio of the amount of space in the station to the amount of space in the average student org office, of course. Times some constant because we rock *even harder than that.*) is that we actually need and use all that space. Here's what we do with it.

4.1 Air Studio

The air studio is the center of the station. It's where the Bin is, it's where DJs mix it up, cut it up, and blaze it up every day, where we rock the airwaves and kick out the jams. Yes. It's pretty simple what goes on in here when describing it at this level of generality, I guess, but there could be another separate manual just on the uses of this room, frankly. (There is, actually—the DJ Manual.)

4.2 Lobby

The lobby is the beginning of the station, and thus the beginning of your WRCT experience. It is home to couches (crucial for chilling) the WRCT Chilled Beverage Center (also crucial for chilling of a different kind) and the mailboxes (crucial for... mail).

4.3 Record Library

The record library is the room in the station that holds our gigantic music collection (we have no idea how big it is really, because no one wants to count it, but we know it's more than 60,000 items, and, let's be honest, that's ridiculous). It also holds a listening nook (for previewing music without taking it out of the library, this may be used by anyone though the DJ currently on the air and the DJ whose show is next have priority), the music lockers that genre directors keep new music in before it gets released to station members as a whole, and the TBR ("To Be Reviewed") pile of music. Actually, the record library is the reason WRCT is in the basement, unlike the rest of the student organizations who get office space in the 3rd floor of the University Center—the library is so heavy that rather than build supports for it and redesign the UC to accommodate them, the architects just put us in the basement so they wouldn't have to worry about it. Also, the record library is the only place in the station which guests are not allowed to enter, because much of the music (particularly the vinyl) in there is rare and out of print (and thus irreplaceable if damaged).

4.4 Master Control Room (MCR)

As the Air Studio is for DJs, MCR is for producers. This is the long, oddly shaped room behind the Air Studio and News Studio with all the cool-looking stuff in it, and it is where producers make complicated shows happen. If you're into production kung fu, you'll spend lots of time in here, from producing live shows to making promos to be played on air to learning more about the equipment. Also, this is a backup broadcast space if the Air Studio is "experiencing technical difficulties."

4.5 Studio A

Studio A is the largish studio connected to MCR by the tiny doors, and just as MCR is to producers, Studio A is to PA hosts. That is to say, it is where talk shows and live band shows happen, and it's the room in which things are recorded. This is the home of microphones, mic stands, a lot of cabling, and a few chairs and tables. It's not very exciting and seems huge when it's sitting there unused, but it becomes the most exciting room in

the station when it's serving its purpose. Also, executive meetings are usually held here, as it's the largest room in the station. (Check the schedule for the live band shows to see it in action!)

4.6 News Studio

The News Studio is to the newscasters as the... yeah, you get it. I don't need to tell you. Anyway, yeah, if you're a newscaster you'll spend time in here arranging future news broadcasts (and actually broadcasting them, of course!) This space houses both a computer for news research and the equipment you'll need to go on the air. Also, when it's not in use for news, it's a great place to watch something happening in Studio A without disturbing the producers hard at work in MCR.

4.7 Engineering Office

Engineering requires a lot of parts, a lot of tools, and a lot of space in which to fix things. So the Engineering department has its own space where it keeps all of that stuff and does its work. There are a lot (a lot!) of tools and testing equipment in there. Oscillators! If you want to see what goes on in here and learn more, contact the Chief Engineer.

4.8 Executive Office

The executive office (or "exec") is where the executive staph (or "exec") do their executive stuff ("exec"). Basically, office work and business-style stuff go on in here, it's not too interesting, but it's very necessary. Also, this area is the first stop for new music coming into the station, where it chills in a locker momentarily before being processed by the music staph. Also, there are dusty filing cabinets full of arcane information, and a fax machine that gets spammed a lot.

4.9 Other places

Believe it or not, we're not done! These spaces are minor, though, and don't really deserve their own big, important section headers. Also, other than Grand Central, they're not in the station itself.

- **Grand Central** is a thin, little room behind MCR where all the wiring in the station comes together in one big cluster—well documented, easily understood scheme.
- The **ISM closet** is a small space just outside of the station proper in which the ISM department keeps the server rack that hosts all of the happy information services the station knows and loves. And not much else, because it is a tiny space.
- The **Auxiliary Production Closet**, or "aux prod" (say "ox," it's not French), is where all the equipment WRCT production staph uses for events outside of the station, like our DJ rig and speakers, among other things, is kept. It's annoyingly far away from the station, but that's because despite all the space we were allocated, we still didn't have enough! Also, miscellaneous old crap the station still hasn't thrown out but is broken and was last used in the 60s or something is kept here (and loved oh so tenderly).

5 Policies

Generally speaking, what you do at WRCT and how you do it depends on what staph you're a part of. However, there are a few policies we want every station member to know, regardless of what you end up doing. This is where we go into that. Yes, basically these are the rules that rain all over our collective parade. However, in seriousness, they're not bad and they make sense, so we'll try to provide reasoning as well.

5.1 Emergencies

5.1.1 Station Inspections

The first, most unique, and (in some sense) most feared emergency for WRCT is a station inspection. Because we're licensed by the Federal Communications Commission (which is why we can broadcast off-campus), FCC reps can come to the station at any time and inspect us. In fact, members of the public are legally empowered to inspect us as well, and we are required to accommodate them just as we would an FCC member.

We are also required to keep a record of lots of things related to our license and the station, so people inspecting the station can examine it. This is called the **public file**, and it is a large binder kept in the lowest drawer under the CD players in the Air Studio. All station members are required to know where that is in case someone asks to see it while they are at the station.

If you are at the station and we get inspected, don't panic. (To quote something I heard somewhere once...) Be courteous and accommodating to the inspector, give him or her the public file and ask them to have a seat in the lobby. Note that they cannot legally take the public file out of the station, so don't let them leave with it. Immediately call the General Manager (there is an emergency contact sheet posted in every room of the station, look under the "inspections" heading). Try not to answer any of the inspector's questions yourself—you may be misinformed, and it will be difficult to correct any misunderstanding that the inspector starts thinking.

5.1.2 Equipment Failures

If equipment breaks, it's either a huge deal or not so bad. The first thing you have to decide is which of these types of scenarios is occurring.

- If whatever broke is preventing you from broadcasting normally, call the Chief Engineer immediately. Like the GM's number for station inspections, the CE's number is posted on a contact list in every room of the station. Find the section labeled "equipment problems" and call people on it until you reach someone. Do not attempt to fix the problem yourself if you are not trained to do so; you'll probably just make it worse and the Chief Engineer will be unhappy.
- If it's not completely necessary right at the moment, write a problem report. Either email a description of the problem, what you were doing when the failure began, who you are, and what time it is to engineering@wrct.org, or fill out one of the problem report forms (they're in a folder on the Engineering Office door) and place it in the Chief Engineer's mailbox.

5.1.3 Suspicious Persons

If someone enters the station and you don't know who they are, introduce yourself! More likely than not, that person's just a friendly station member getting some work done or whatever. However, if afterwards you are confused by his or her presence or unsettled, call the General Manager. He or she will be able to tell you if the person's a legitimate member or not, and what to do about it. Obviously, if the person is breaking things, stealing, or threatening you, don't bother trying to get the GM first—call CMU Campus Police at 8-2323 on a campus line (412-268-2323 otherwise). Then, call the GM once the police arrive.

5.1.4 Fire

In case of fire, save yourself first. The most important thing to do is get out of the station and pull a fire alarm. However, if the fire is small, there are other things you can do.

- If the fire is extremely small, you may attempt to fight it yourself. If it is near equipment, you must use specifically the extinguisher hanging just outside the air studio. This is a special carbon dioxide extinguisher for use with electrical equipment—other extinguishers will damage the station equipment. If it's not, use a regular extinguisher instead—there is one immediately outside the front door, one in MCR, and another just inside the record library.

- If the fire's too big to fight but you still have time, turn off the station before leaving. (Obviously, you living is more important than the station signing off, so just leave the station if you're not sure you have time.) Check below for how to do that.

5.1.5 Turning the station on or off

Turning the station on is done using the transmitter controller, which is the white box in the air studio below the turntables and DJ mixer (not the main air board). Press the white up/down buttons to scroll through options until the screen reads "A 1 VOLT", then turn on a microphone and say "WRCT Pittsburgh" (our legal ID) on air, then press the red button on the transmitter controller to turn the transmitter off. **Do not press the red or green buttons ever if the screen does not say "A 1 VOLT"**. Doing so can cause the transmitter to operate outside of our legal allotted specifications, causing us to break the law and the FCC to be mad. (To turn the station on, you do this in reverse order, pressing the green button when the controller says "A 1 VOLT" and then saying "WRCT Pittsburgh" on air afterwards.)

5.2 Mailing Lists and Meetings

5.2.1 Mailing lists

The mailing lists are the primary method of disseminating information to all station members. We maintain five major ones, and lots of departments also maintain smaller intra-departmental lists. Here are the major five:

- **wrct-official** is the main mailing list for the entire station membership. Messages sent to official@wrct.org go here, once they are approved by the General Manager. All station members are subscribed to this list, as it is used for official announcements (when staph meetings are, when schedules start, etc.).
- **wrct-djsubs** is a list for DJ substitute requests. Messages sent to djsubs@wrct.org go here, if the sender is a member of the list. All DJs are subscribed to this list to receive substitute requests and information from the Program Director.
- **wrct-painfo** is a list for Public Affairs discussion. Messages sent to painfo@wrct.org go here, if the sender is a member of the list. All PA hosts are subscribed to this list to receive information from the PA director and their fellow hosts.
- **wrct-graffiti** is a general chat list for any station member. Messages sent to graffiti@wrct.org go here, if the sender is a member of the list. No one is required to subscribe to this list, but anyone may do so online at <https://lists.andrew.cmu.edu/mailman/listinfo/wrct-graffiti>.
- **wrct-alumni** is a chat list for alumni and alumnae of WRCT. It is also called "nuthin-special" for reasons no one remembers anymore. Messages sent to alumni@wrct.org go here if the sender is a member of the list. No one is required to subscribe to this list, but anyone may do so online at <https://lists.andrew.cmu.edu/mailman/listinfo/wrct-alumni>.

5.2.2 Staph meetings

Staph meetings are held monthly during the school year, and used to tell the general station membership about what's happening around the station. Their date and time, and location (some lecture hall on campus) is announced via the official mailing list by the Staph Representative, and attendance is mandatory for all active station members. (If you can't make it, email the Staph Rep to get an exemption.) These meetings are run by the General Manager, and consist of exec members giving quick summaries of active projects in their department. The first one each semester is also used to distribute Air Shift Proposals (applications for shows) to DJs who want to host a music show. They usually last about an hour, and there's usually free food. Be there.

5.2.3 Exec meetings

Exec meetings are held weekly during the school year, and they're for updates about what's happening in each department around the station and discussion between exec members about current issues. Only exec board members are required to attend, but any station member is welcome to do so (unless the meeting is closed by exec board vote, which never ever happens). They are usually at 2pm on Saturdays in Studio A, and last about two hours. Also, there's usually no free food, unlike most meetings. Life is hard at the top.

5.3 Conduct and Discipline

5.3.1 On-air conduct

When you are operating on-air, you are the face of WRCT, telling all of Pittsburgh what we are. Not only that, though, you may be being monitored by the FCC, so it is important from a legal standpoint not to break any of their regulations.

- Firstly, anytime someone is on air someone must be legally responsible for what is being broadcast. This means that anytime you go on the air, you must sign on to the logs. It's an FCC regulation, so do it. Note also that as per WRCT policy, whoever's on the logs is responsible not only for the signal, but also for what's going on in the station at that time. (All other station members present are also responsible for what's happening at the station, of course.)
- As we broadcast to all of Pittsburgh, we have to abide by the FCC's content restrictions as well. This means no playing material that's "obscene, profane, or appeals to the prurient interest." In short, don't say "shit", "fuck", or anything else you wouldn't say to your mom on the air. Don't broadcast taped sex sessions. Basically, if you're not totally sure whether or not something is acceptable, it isn't, and you should ask the Program Director or GM before broadcasting it. This is especially serious for us as some other groups would like to have our frequency, so they sometimes listen to us and try to catch and report FCC violations, so don't mess around.
- The FCC also requires us to say our "legal ID" at the top of every hour and whenever the station is being turned on or off. A legal ID is simply our call letters followed by our city, with nothing in between. So, for us, it's "WRCT Pittsburgh", and just remember to say it every hour and if you ever happen to turn the station on or off.
- Similarly, it sounds unprofessional to broadcast a lot of silence (and is actually illegal after a point). The legal restriction's a little more lax, but we'll get upset if you let more than five seconds or so of silence go over the air.
- Radio stations often take requests and DJs often want to talk to listeners. To make this happen, we maintain several request lines. Our on-campus number is 8-WRCT, and we have 412-621-WRCT for off-campus listeners. You should announce these often on the air—you'll be surprised at how many great calls you get. Every once in a while, though, you'll run into an irate caller. Someone who's pissed at you, or wants you to handle something you can't. Be courteous and helpful if you can, but don't let them waste too much of your time. We maintain a separate business line at 412-621-0728 (which is "ORCT", so you can remember it) just for these kind of things. Feel free to tell the caller to call that instead. If he or she was especially upset, you might want to notify the GM, but in general redirecting to the business line is enough. The same goes for the station instant messaging accounts. Be professional—these people probably think we're a lot bigger operation than we are.

5.3.2 Off-air conduct

Off-air, it is more a question of simple courtesy to the station and the other members instead of specific guidelines. That said, here are some things you should follow:

- Keep the number of guests you bring to the station to a minimum. We don't allow more than two non-air guests per member in the station at any one time during normal semester schedules, and during "random schedule" (the times between regular semester schedules), no guests are allowed because of the extra opportunity for confusion. Obviously, this doesn't apply to people assisting in the broadcast; bands coming to the station can have more than two members in them. Also, no guests are allowed in the record library ever without the permission of the record librarian as much of the music in there is irreplaceable and valuable. You are ultimately responsible for the actions of any guest you bring into the station.
- In order to adequately prepare for your show, you should really show up with some time beforehand to get preliminary stuff done. DJs should have time to pull music, producers to set up equipment, and hosts and newscasters should rehearse. We require on-air hosts to be at the station at least fifteen minutes before they are scheduled to start their shows for this reason.
- Don't give out contact information! We keep a list of member phone numbers and addresses, but it is for internal use only. You can give out personal information only to other members, so make sure you know who you're talking to online or on the phone before you tell people someone's phone number. Note that you can always give out the business line and station email addresses (like program@wrct.org), that's what they're for.
- Lastly, the station is a place that is constantly used, and lots of expensive, sensitive electronic equipment is in it, so it really needs to be kept clean. For this reason, we don't allow members to eat anywhere except the lobby (and other places during special occasions). Especially do not bring food or drinks into the record library, for the same reasons guests are not allowed in there. Other than that, just be considerate and clean up after yourself. No one really needs to hear that again, but there it is.

5.4 Additional sources of information

You are probably looking at this big manual sitting in front of you and wondering how much more information there could be about one little organization. Well, WRCT is large, so there's actually a lot. In any case, you'll probably have questions that this manual doesn't answer, despite our best efforts. Here are some places to look when you're confused:

- The web site contains up to date information regarding things about WRCT that are more transient than what this manual covers. It is located at <http://www.wrct.org/> and is a boatload of fun.
- If you're already a WRCT member, you should check the wiki at <http://wiki.wrct.org/> and you'll almost definitely get your answer. (For those of you who aren't yet members, the wiki is a large database of information related to every aspect of WRCT, much more comprehensive and in-depth than this little manual, almost ridiculously so. It's so comprehensive that we have to restrict access to staff members, but you should definitely check it out as soon as you join!)
- The WRCT Training Director, available via email at training@wrct.org, is a great store of knowledge about anything new or prospective members could want to know. If the training director doesn't know, he or she find out for you.

6 Patois

It's true that campus organizations often develop their own specific jargon and terminology. WRCT is particularly notorious for this, so we've included a small glossary of the patois (cant, jargon, slang, lingo, argot, or vernacular) unique to WRCT to help you understand at least some of the weird stuff that spills from station members' mouths. (Yes, "patois" is archaic, weird terminology itself. It started with a "p," dammit.) There are also a lot of in-jokes that could go in here, but you really should hear the stories behind those and they're often

too long to get put into a short definition. WRCT members generally love telling stories, though, so if a bunch of people laugh at something seemingly innocuous, ask to hear why. You'll generally be glad you did.

- **ASP** - Air Shift Proposal. (How new shows are born.)
- **cart** - A short audio clip used frequently on air (we used to keep them on magnetic tape cartridges, thus the name).
- **exec** - This generally refers to the executive staph unless otherwise noted. Though it also refers to the executive staph *meeting* and the executive **office** and occasionally the executive *board*. We're sorry about that.
- **the Bin** - The place in the Air Studio where we keep music the station has just been sent, so it gets heavy airplay.
- **DTB** - Direct To Bin (music that came pre-reviewed and bypassed TBR).
- **ISM** - Information Systems Manager/Management (Depending on the usage, it can refer either to *the* ISM or the ISM *department* or *staph*—it basically means “computer stuff”).
- **MCR** - Master Control Room (the room in the station where producers produce things).
- **N&WC** - New & Way Cool (music which we somehow missed the first time around, or was lost, but which rocks so hard we had to get it... note that this abbreviation actually takes longer to say than what it abbreviates).
- **NIB** - Never In Bin (music that was never reviewed when we received them and thus never entered the Bin).
- **OOB** - Out Of Bin (music that passed through the Bin normally and is now in the library).
- **PSA** - Public Service Announcement.
- **Shit Patrol** - The process by which music the station is sent which no one recognizes is sorted into music which we keep (getting sent to music staph to mark up, eventually going to TBR) and music which we sell (so we can get more money to buy more music).
- **staph** - staff (someone back in the history of WRCT thought it would be funny to spell it like the infection and it's too late to change it now).
- **TBR** - To Be Reviewed (the status music has in between when it is sent through music staph and placed in the Bin; also, the place in the library where this music is kept).