USC | **ANNENBERG**
School for Communication & Journalism

ARN
ANNENBERG
RADIO NEWS

PRODUCTION & EQUIPMENT GUIDELINES

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PROCEDURES & GUIDELINES

Annenberg Radio News is a live radio newscast produced entirely by students. The objective is for students to learn while working in a real-world environment as they would in a daily radio news operation.

You will be working with expensive electronic audio equipment in the field, booth and newsroom. We have established operational procedures that you need to be aware of and follow.

IMPORTANT!

If you have any questions or problems about the policies and procedures contained in this manual, please contact the Annenberg Multimedia Technologies Staff:

Joel Zink	213-740-4270	jzink@usc.edu
Jim Yoder	213-821-2897	jyoder@usc.edu
Chuck Boyles	213-740-5873	cboyles@usc.edu
Equipment Room	213-740-5739	ascequp@usc.edu
Newsroom Main Line	213-740-1079	ascradio@usc.edu
Newsroom Phone 1	213-740-3958	
Newsroom Phone 2	213-740-3354	

PRODUCTION FACILITES OPERATING HOURS:

ASCJ Equipment Room	Monday – Friday	10:00am – 6:00pm
	Saturday & Sunday	Closed

Digital Lab	Monday & Tuesday	9:00am – 10:00pm
	Wed. & Thursday	9:00am – 8:00pm
	Friday	9:00am – 5:00pm
	Saturday & Sunday*	Closed

*The Digital Lab will be also be open 10:00am – 6:00pm on a few Saturdays. Check the Digital Lab brochure (available at the lab front desk) for specific dates.

ARN REQUIREMENTS

Filling out the attached liability and policies forms are mandatory for using our field recording equipment **unless you are in J409 or J523**. If you do not have your own digital still camera and need to use still cameras available in the Annenberg Equipment Room.

In order to obtain permission to check out kits, you must either:
A. Be enrolled in J409 or J523
or
B. Be an ARN volunteer trained on field recorder kits.

J409 and J523 classes require mandatory participation in ARN.

Volunteers participating in ARN **must** obtain approval from the Faculty Advisor and complete all necessary training workshops by the end of ARN Training Week (third week of the semester).

As of the Fall of 2013, all students in Annenberg learning labs must watch *Best Reporting Practices.* This video goes over important legal information for reporters, regardless of which learning lab in which you are participating. This video needs to be viewed only once even if you are involved in multiple learning labs. The video is accessible at *vc.uscannenberg.org.*

ARN EQUIPMENT CHECKOUTS

Upon completing the Field Recording workshop (and **upon verification** of workshop completion and signed agreements) you will be able to checkout equipment. You must have your USC ID card. **NO CARD – NO EQUIPMENT!**

COMPACT FLASH/SD CARD POLICIES AND PROCEDURES

When recording for ARN, you use ARN compact flash (CF) or your own secure digital (SD) cards if you are enrolled in J525 or J409. These cards are signed out to you during your first ARN equipment checkout from the Equipment Room. You will keep these cards for the entire semester, but you will need to **return this cards to Joel at the end of the semester** when ARN halts production.

Do **NOT** return CF/SD cards to the Equipment Room. Do **NOT** leave them in your field recording kit. Do **NOT** trust someone else to keep or return your card for you.

Here are several things that you must remember to do:
• Use the WAV 44.1khz mono format on the field recording kits so you can get the best sound quality and maximize the space on your compact flash card.
• When returning to the newsroom to edit after recording in the field, transfer all the material from the CF/SD cards that you need for your story to your folder on the radio public drive at a computer, then put your cards away.

 *Ask a Technician or refer to the ARN Broadcast Handbook if you are not sure how to perform any of these tasks properly, and don't assume or ask other students, because they can give you wrong information!

You are not limited to one CF/SD card. If you need more CF/SD cards, ask Faculty Advisor Willa Seidenberg (213) 740-4301, E-mail: wseidenbe@usc.edu or Production Supervisor Joel Zink (213)-740-4270, E-mail: jzink@usc.edu. **ONLY** Willa Seidenberg or Joel Zink can authorize additional CF/SD cards. Once you are authorized for an additional card, check out the card from the equipment room.

The cards belong to **ARN** and are to be returned to the work-study in the Digital Lab or Joel Zink when the semester is over.

- You will be responsible for any missing CF/SD cards after the end of the semester. **A replacement fee of $15-$25 will be charged to your student account if they are not returned** (this fee will not be an inflated price, it will be the actual price of the card(s)).

- Again, the only place you may turn in your cards at the end of the semester is with the Digital Lab student worker or to Joel Zink. The Equipment Room will not accept media cards.

EQUIPMENT CHECK OUT / CHECK IN

All EQUIPMENT will be checked out and returned to the Equipment Room located in the East Lobby.

If you are an ARN volunteer, you must return your field recording kit when you are done recording for the day. If your recording kit is not returned by 5:30pm, your student account will be charged $10 for late returns (exceptions are for authorized long-term assignments).

J409 & J523 students keep their recording kits for the entire semester, but MUST return them by the end of the semester to avoid late fees.

REMEMBER, YOU ARE RESPONSIBLE FOR THE EQUIPMENT. DO NOT leave it lying around the Digital Lab or give it to another student to use!

ARN field recording kits and other equipment may be checked out by students who have completed the mandatory training. You may only check out one recording kit at a time.

It is the **student's responsibility** to make sure all equipment is in good working order at the time of check out **and** before signing the financial liability agreement/check out form.

The equipment will be inspected to make sure that it is in good working order at the time of check-in. **A $5 fee will be charged for equipment that is returned in disarray**, including tangled cords and dirty equipment.

WARNING: If you are recording near dirt, sand, or water take precautions. These elements can be destructive to the recorders. IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE THE RECORDERS DO NOT GET WET, DIRTY, OR SANDY.

SPECIAL ASSIGNMENTS/RESERVATIONS FOR ARN VOLUNTEERS

When recording for a day-of-air assignment, you do not need an Assignment Sheet to check out equipment. If you need to record events during non-ARN hours, or if you must check out a recorder the night before an ARN newscast, you must have an Assignment Sheet issued **and** signed by Faculty Advisor Willa Seidenberg or Production Supervisor Joel Zink or an ARN Producer. Visit the Equipment Room with your assignment sheet to reserve or check out your field kit.

ARN EDITING PROCEDURES

You must attend an ARN audio editing training workshop or be enrolled in J409/J523 to use the Adobe Audition software on ARN's stations in the Newsroom and Digital Lab.

When you are editing wraparounds, actualities, and features for the newscast, you will be required to mix the final project into a WAV file and save it on the Radio Public drive (NOT the ASC Public drive) so it can be imported into the NewsBoss newsroom computer system.

EDITING GUIDELINES
- When editing in Adobe Audition, make sure you trim off extraneous material at the end of your finished piece. If you don't, unwanted audio could appear in the show.
- **When mixing down the final project for submission to the show, the audio file MUST be a .WAV file with the settings of 44.1khz, 16 bit, Mono.**
- Be conscious of your audio levels before you produce the final piece. If they are too low or high or inconsistent, it can cause difficulty when playing the piece back in the newscast.

ARN Audition editing systems MAY be used for:
- Edited material for the Annenberg Radio News live newscast.
- Radio-related class projects (ONLY outside of ARN day-of-air time).
- Resume compilations.

ARN Audition editing systems MAY NOT be used for:
- Projects for other schools or departments.
- Personal projects.

DO NOT USE THE NEWSROOM DURING AN ARN DAY-OF-AIR OPERATION IF YOU ARE NOT WORKING A SHIFT FOR THAT DAY!

STORAGE

- Store your raw audio on the computers in the appropriate folder of the Radio Public drive (see below).
- In case of technical problems with the Radio Public drive, **it is a good idea to put a copy of your project on the computer's C:\ drive**. Just remember which one is the latest/final version!
- Because SPACE IS LIMITED, the Radio Public drives and C:\ drives will be cleared out periodically, but your raw material will be backed up on an external hard drive kept by the technicians. These backups are cleaned out after a semester.
- **Only an authorized Technician may delete audio files and folders.**

ARN NEWSROOM IMPORTANT RULES:

1. **NO FOOD OR DRINK IN THE DIGITAL LAB OR ARN NEWSROOM!**

2. Where you should store things on the ARN computers:
   • Projects for ARN can be stored in a folder with your name on it in the "PEOPLE" folder on the Radio Public drive.
   • FINISHED PROJECTS FOR AIR are to be placed in the **NBAudio drive** so they can be played during the newscast. Remember to title the file with the **date and story's slug** and save the file in the appropriate format!
   • Finished stories put on hold for future dates should only be in the "Hold" folder or "Approved Features" folder on the Radio Public drive.
   • Other named folders could be deleted without warning.

3. Finished day-of-air project names are story title or slug.

4. **Do not delete anything:** you may accidentally erase something you need!

5. **All media will be deleted periodically.** Never walk away from the computer expecting something to be there when you get back. If you want a personal copy, bring media of your own (e.g. CD, USB flash drive, etc) to back up on when you leave.

6. Do not install any software on the computers.

7. Do not change any settings, preferences or do any experimenting.

8. Be conscious of your audio levels when editing! This will affect the quality of the piece, and the consistency of the levels in the live show.

9. People who have taken ARN workshops are allowed to use the newsroom for RADIO-RELATED projects without checking in at the Digital Lab front desk.

If you are in the Digital Lab for any other purpose, you must check out a lab station at the front desk.

10.   You may not use the newsroom during an ARN day-of-air time if you are not working for ARN on that given day. Therefore the newsroom is off limits to "public use" Tuesday & Thursday 9:00am-5:00pm.

11.   **Clean up after yourself.** Any trash left behind will be thrown away.

RADIO BOOTH

1.   **The radio booth is ONLY for recording. Time limit is ONE HOUR.**
Use the booth to record voiceovers, interviews, podcasts, phoners, etc. and then once you're done move to the newsroom (or a Digital Lab station) to edit your material. Please do not edit in the booth.

2.   **The radio booth is to be treated like any other Digital Lab computer station when Annenberg Radio News is not in operation.**
This means that you must make a reservation by submitting a request online at annenbergradio.org/booth. It also means that ALL RESERVATION POLICIES outlined in the "Radio Booth" chapter of the ARN Broadcast Handbook apply.

3.   **When Annenberg Radio News is in operation, no one can use the booth for ANY OTHER PURPOSE.**
Annenberg Radio News is in operation **9:00 a.m. - 5:00 p.m. Tuesdays and Thursdays**. If you need to use the booth for something that is not related to Annenberg Radio News, you must do it at another time. **No students** are allowed in the Radio Booth unless they are an ARN volunteer or enrolled in J409/J523, or **unless** the technical staff has given approval.

4.   **No eating or drinking** in the Radio Booth or Digital Lab is allowed. Water bottles are permitted in Radio Booth for hosts and interview guests ONLY during live broadcast.

5.   **Do not write directly on the equipment** (audio board, decks)**!** Use masking tape to write on and attach to equipment.

6.   **Do not experiment** with the preferences on the booth systems.

7.   **Do not blow on, tap or touch any of the pick-up areas of the microphones!**

8.   **All trash** must be picked up from the radio booth and properly discarded. If you want to keep scripts/rundowns, pull them out of the radio booth or they will get thrown away each night by the producers or tech staff!

9.   If you are working during an ARN day-of-air shift, the radio booth can be used freely without checking in at the Digital Lab front desk. However, on Mondays, Wednesdays, Fridays or any other time outside of the ARN day-of-air operation.

VIOLATIONS & PENALTIES

LOSS OF PRIVILEGES

The loss of privileges may result from the following circumstances:

- **MISUSE OF ANNENBERG EQUIPMENT (by all parties involved)**

- **ABUSE OF GUIDELINES (equipment/facilities regulations)**

- **LATE CHECK-IN OF RECORDER PACKAGE**

- **LETTING ANOTHER STUDENT USE YOUR RECORDER PACKAGE WHILE IT IS STILL CHECKED OUT TO YOU**

- **REFUSING TO YIELD TO ANOTHER STUDENT'S RESERVATION**

- **EATING OR DRINKING IN THE DIGITAL LAB/NEWSROOM**

SPECIFIC PENALITIES

1st Offense:	Possible 1-2 WEEKS LOSS OF PRIVILEGES (contingent upon the severity of the infraction)
Additional Offenses:	2 WEEKS LOSS OF PRIVILEGES (for every offense thereafter)
Equipment Loss/Damage:	Your university account will be charged for equipment that is lost, stolen, or needs repair due to misuse or negligence.

If there are any issues involving equipment, your ability to checkout equipment will stopped until the issue is resolved.

-ARN media cards must be returned by the person who checked them out.

ANNENBERG RADIO NEWS STAFF
EQUIPMENT CHECKOUT APPLICATION &
AGREEMENT

Complete and return this page if you are an ARN Staff member and return it to the Equipment Room or Joel Zink by the end of the fourth week of the semester.

PLEASE PRINT CLEARLY

NAME: _____
                (LAST)   *(FIRST)*   *(MIDDLE)*

USC E-MAIL:_____

ADDRESS:_____

PHONE: (_____)_____(_____)_____
            (HOME)   *(WORK/CELL/ALTERNATE)*

I _____, have completed the appropriate training workshop for ARN field recording equipment (subject to verification). I also have read and understand all rules set forth in the *ARN Production and Equipment Guidelines*. I agree that I will follow these guidelines and that I am financially liable for all equipment that I checkout or use.

X_____
             (SIGNATURE)   *(DATE)*

ANNENBERG RADIO NEWS PRODUCTION POLICY AGREEMENT

The following document is an explanation of the intellectual property and copyright practices and policy applicable to students participating in the Annenberg Radio News ("ARN") program of the Annenberg School for Communication at the University of Southern California ("USC") and requires your signature. This document only applies to ARN students. There are broader policies that apply to all students and a description of the University Intellectual Property Policy is available at the USC website.

In general, intellectual property in any work produced at USC that uses substantial University resources is owned by USC and protected under a USC copyright. In the context of ARN this applies to any materials produced, recorded, written or edited (including all raw material) using ARN or Annenberg School equipment and/or facilities ("ARN Materials").

In addition, all materials that you obtain for, by or on behalf of ARN are owned by USC including any intellectual property rights. In this respect you understand and agree that this document constitutes a "special agreement" under the USC Intellectual Property Policy whereby you agree to assign intellectual property rights to USC.

Moreover, if you own materials ("Student Materials") that are used in a finished product, i.e., a work that is broadcast or otherwise publicly distributed through or on behalf of ARN, you hereby grant to USC a non-exclusive, perpetual license (with the right to grant sublicenses) to use such Student Materials.

ARN Materials may not be provided to any organization, media outlet, individual or university department outside of ARN without the prior approval of an ARN faculty advisor. Only ARN has the right to broadcast, webcast, podcast, publish or distribute in any other form of distribution (electronic or otherwise) such ARN Materials.

You must alert your ARN producer, Faculty Advisor, or technical staff IMMEDIATELY if anyone approaches you requesting any ARN Material for an organization, outlet, individual or department outside of ARN.

As a broadcast news organization, ARN does not usually provide dubs of stories, and as a student reporting or recording for ARN, you agree not to promise to provide, nor will you provide, dubs to interviewees or other third parties. If an interviewee or any other third party makes repeated requests for dubs, you must consult your Faculty Advisor.

You have limited permission to use the ARN Materials you record for your work-related resume tape or for awards entries.

I furthermore agree that I've watched the *Best Reporting Practices* video and understand the contents presented therein.

Please sign to confirm that you have read and understand this ARN PRODUCTION POLICY AGREEMENT.

_____
Student name (please print)

_____
Date

_____

Student signature