

Public Service Announcement (PSA) Procedure

Public Service Announcements are selected and aired in accordance with KCR's PSA Policy. The PSA coordinator regularly provides scripted PSA's which are read live periodically by volunteer programmers.

The PSA coordinator is responsible for collating and scripting psa's in accordance with the PSA policy. The coordinator solicits information from non-governmental organisations (NGO's) in Nelson and surrounding areas, gathers information provided via fax/phone/email to the station, organises this information, and scripts announcements into a concise and readable format. PSA's are updated twice weekly and presented in a day by day format (i.e. PSA's to be read on Monday are listed by number under the heading Monday, and so on). They are posted on the On Air Studio Bulletin Board and the Programmer Information Board.

All programmers are responsible for finding time within their live programming for reading between 1 and 3 PSA's. Programmers read PSA's appearing on the sheet for the day their programme airs, and are encouraged to read PSA's most appropriate to the content of their show. P.S.A.'s must be read as they appear. Programmers must record the PSA's by number on the Programme Log. (See Programme Log for examples)

Station Identification (Station I.D) Procedure

KCR is required to do Station ID's at the top of every hour. The Station ID is as follows: "You are listening to CJLY 93.5fm, Kootenay Co-op Radio" or "You are listening to Kootenay Co-op Radio, CJLY 93.5fm". The exact time of the Station ID(s) read must be recorded on the Programme Log.