The **CFUZ Libretime Server** is a virtual machine (computer) or VM is hosted on the station main server. The VM runs on a Linux operating system (Ubuntu 18.04.2 LTS). The physical computer is currently located at the CFUZ Studio, and is accessible via internet connection, from both within and outside the studio network. This computer hosts all automated content, including music, programming and production in its library, and is the source of all audio broadcast on CFUZ-FM.

_Please Note:_ This VM is the main automation and play out system feeding the CFUZ-FM signal. In light of this, if you have been trusted with a username and password to the system, please do not abuse this privilege. Many people will come to rely on the output of this computer, this list includes not only our future listeners, but just as important are the organizations and individuals who may donate money to support our efforts, in return for having their names and business announced on our station. Please always bear this in mind when logging in, and use the system respectfully, and only for the purposes which you have volunteered.

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1. Logging In to Libretime

Libretime Operators may access the Libretime server in two different ways - either via internet directly, or via the CFUZ Virtual Private Network (VPN).

1.1. Access via the internet

Users accessing the Libretime server directly via the internet should open a browser window on their computer, and navigate to the following URL:

http://broadcast.cfuz.ca:8080

Note that this is the default method to log into the Libretime server. If you require a VPN account, please contact the Technical Director (tech@peachcityradio.org).

1.2. Access via VPN

Users accessing the Libretime server via the CFUZ VPN should engage the VPN client on their computer by logging into the system via the Cisco Anyconnect application. Once logged in to the CFUZ VPN, users should open a browser window on their computer, and navigate to the following URL:

http://broadcast0.cfuz:8080

Note that until all system users are issued CFUZ VPN accounts, the default method of logging in to the Libretime system is described in section 1.1.

1.3. Logging in to the system

Users are first presented with a splash screen which provides a link to the login page (top right corner). After pressing the login link, a page that looks very similar to the Airtime login page appears where they can enter username and password. These are issued to you when you indicate your interest in helping administer the server. Your first order of business should be to change your password to something only you know.
1.4. Changing your password

At the top right corner of the screen, just below the station clock, there are two links - one identified by your username and a logout link. By selecting your username from this location, you are brought to a screen where you can easily change your password. Simply type a new password into the password and verify password text boxes, and hit Save in the bottom corner of the panel to affect the change.

Please keep your password secret, and try not to forget it! Contact the Libretime Administrator if you have forgotten your password, and it can be reset if needed (libretime@peachcityradio.org).

1.5. Logging out of Libretime

There are two buttons present on the Libretime window in order to allow a user to logout of the system. Users should try to remember to log out of the system when they have completed their tasks. Users may logout via the Logout link at the top right of the screen (just below the station clock). Users may also logout via the red Logout button at the bottom left of the screen.
2. Screen Layout

The Libretime interface is organized into 3 major areas. These areas are described within this section.

2.1. The current status area

The top part of the screen is the current status area. The highlights of what is displayed within this area are:

- **Current**: the file information of the file that is currently being played out on the outgoing stream. This information includes data which is stored within the ID3 tags of the audio file.
- **Program**: the name of the show (or block of time) which contains the currently playing file.
- **Previous/Next**: above and below (respectively) the Current field, Libretime displays information about the previous and next audio files scheduled to play out.
- **Source Streams**: a graphical representation of the various signals that may flow through the server.
  - **Master Source**: when connected, this graphical indicator shows that signal is being received from a master source, and is playing out from the master source. A master source is connected to this instance of the server via an incoming data stream. For example, when a remote live broadcast is initiated, the master source switch will indicate that audio from the remote broadcast is being played out.
  - **Show Source**: when connected, this graphical indicator shows that signal is being received from a show source, and is playing out from this source. A show source is connected to this instance of the server via an incoming data stream. For example, when a program host is broadcasting live from the CFUZ studio, the show source switch will indicate that audio from the CFUZ studio is being played out.
• On Air: This area is red when a signal is being played out over the stream.
• Listen: This button, when pressed, allows the user to listen to the stream being played out by the Libretime system. When pressed, the system will open a small window with information about the stream, and will engage the speakers on the user’s computer to play the audio.
• Station Time: This displays the current time at the server computer. The time is updated automatically via the internet connection.
• Status Indicator: This orange area on the screen displays messages to the user that may prove useful from time to time.

2.2. The menu

Just below the status area, lies the menu bar. The menu bar provides several options.

• Upload

By selecting this menu item, the user has access to upload content from their local hard drive to the server library. Once their audio file is imported to the library, it may be used for play out. To use this functionality, the user may simply drag audio files into the centre of the section, and drop it there. Once all files are dragged into the section, the user must select the Start Upload button at the bottom left of the screen to initiate the transfer. Transfer status is reported individually on each line, and collectively at the bottom of the screen. Users should not venture away from this page until they can confirm that the transfer of files is complete.

• Dashboard

Pressing this option returns the user to the default dashboard view. Within the work area, the user is shown the dashboard tracks display - a list of audio files within the Libretime library on the left. On the right, is the scheduled shows display - a list of upcoming program blocks. In this convenient display, users with the appropriate permissions may populate program blocks directly from the library. The scheduled shows display may be closed by pressing the x in the scheduled shows title tab.
• Tracks
Pressing this option opens the *dashboard tracks* display within the work area. This display presents the user with a searchable interface to the library of audio files within the Libretime system. A *track* is what is referred to within the Libretime system as an audio file.

• Playlists
Pressing this option opens the *dashboard playlists* display within the work area. This display presents the user with a searchable interface to the library of user-defined *playlists* within the Libretime system. A *playlist* is what is referred to within the Libretime system as a collection of *tracks* defined by a user, and saved under a specific name.

• Smart Blocks
Pressing this option opens the *dashboard smart blocks* display within the work area. This display presents the user with a searchable interface to the library of user-defined *smart blocks* within the Libretime system. A *smart block* is what is referred to within the Libretime system as a collection of *tracks* defined by a set of conditions or filters defined by a user, and saved under a specific name.

• Webstreams
Pressing this option opens the *dashboard webstreams* display within the work area. This display presents the user with a searchable interface to the library of user-defined *web streams* within the Libretime system. A *webstream* is what is referred to within the Libretime system as a reference to a web location from which audio is broadcast at a certain time and date. This functionality is not available to users at this time.

• Podcasts
Pressing this option opens the *dashboard podcasts* display within the work area. This display presents the user with a searchable interface to the library of user-defined *podcasts* within the Libretime system. A *podcast* is what is referred to within the Libretime system as a reference to an RSS feed, from which audio files are automatically detected and downloaded to the library. This functionality is not available to users at this time.

• My Podcast
This functionality is not currently being used by CFUZ.

• Calendar
The calendar display shows users what is currently scheduled in the server system. Users may select a show or playlist on any given day to peruse what is on the playlist for that show. When a user selects a show within the calendar for which they are responsible, they are provided with options to either add/remove content from the show, remove all content from the show, or simply show the content within the show. Users may not add/remove content from show for which they are not responsible. The calendar defaults to monthly view, but can be changed via the buttons at top right to display daily or weekly view. Users may navigate to previous pages or next pages with the arrow keys at top left. At a single glance at any level of the calendar (daily, weekly or monthly) a yellow exclamation mark icon indicates that the show or program block is not completely full. Similarly, a red exclamation mark icon indicates that they show or program block has no content schedule. No icon appears when the show is completely populated. This information is conveyed upon hovering your mouse pointer over the icon in question.
• Widgets
  This functionality is not currently being used by CFUZ.
• Settings
  Within the settings area, users may adjust their profile information, including change their passwords.
• Analytics
  If available, users may peruse statistics and analytics of the CFUZ Libretime system.
• Help
  This link provides access to Libretime online help resources, which may be useful to users.
• Logout
  By selecting the Logout link, users are logged out of the server.
• Disk usage
  This display shows the amount of disk space used by the current system library, and the total amount of disk space available.

Note that not all menu options may be available to you - what you see depends upon your access permissions, and your level of Libretime use.

2.3. The work area

Within this area of the screen is where most of the work performed by a Libretime Operator will occur. This area changes depending on the task being employed at any given time - while the current status area and the menu remain visible and at a constant position at all times.
3. Workflows

Various workflows involved with Libretime operation are similar, if not identical, to operations performed on the previous automation system used by CFUZ (Airtime).

It is important to note here, that not all users have the same access permissions within the Libretime system. Depending on your level of experience with the previous (Airtime) system, and your level of responsibility to the system, you have been assigned an account at a specific level. This means that you may not see all the options available that are described within this document. However, if you have been assigned access to the system, all the functionality you require in order to perform the tasks you need to perform has been made available to you. What this means is that you are not likely able to affect the system inadvertently. Rest easy!

3.1. Searching for tracks within the library

The contents of the online Libretime audio library are extensive. The library currently contains over 20,000 entries. Searching for what you are looking for in the library can be tricky at times. This is one reason that we require all meta data to be completed prior to uploading tracks to the library.

Most often, searching for the track you are interested in is as simple as typing a phrase into the search bar on the dashboard. The search bar is the white field that stretches across the top of any dashboard display (track, playlist, smart block, webstream, podcast, etc…).

If the item you are looking for is not easily found using a simple text search, you may choose to employ an advanced search within the library, to help narrow down their choices from the large number of files. Advanced search features are accessed by pressing the tiny down arrow which appears at the right most end of the search bar. Once pressed, an advanced search dialog appears, offering the opportunity to enter more refined search criteria to aid in finding the item.

The advanced search feature by default provides access to 5 criteria for advanced search: title, creator, genre, length and uploaded. Should you require different filters to search the library, or a more refined search, more criteria may be added to this list. In order for a filter option to appear in the advanced search dialog, the column must be displayed in your dashboard view. To edit the list of columns that appear in this view, press the columns button on the dashboard. This opens a dialog where the user is able to check (or uncheck) columns from the default view.
Users will note that after enabling a column in the view, and then returning to the *advanced search* dialog, the user will be able to use that new column in their search.

It is not obvious to the user, but the *advanced search* dialog persists, even after it is closed (close the dialog by clicking again on the tiny arrow). In order to return to browsing the library without filters, the user must clear any fields in the *advanced search* dialog. *This is potentially confusing, and may lead users into thinking that a file is not in the library when it should be.* Please remember to clear the advanced search dialog after using it.

Another useful tool gives the user the ability to sort the displayed columns instantly. Simply click on the tiny arrow to the right of any column title, in order to sort that column. The arrow changes to indicate whether the column is sorted in a particular way by pointing up or down. If the table is not being sorted by a column, both an up and down arrow is displayed.
3.2. **Inserting tracks/playlists/smart blocks into program/music blocks**

When the user has an opportunity to place an audio file into a music or program block, they are usually shown access to the library on the left of the work area, and access to the calendar or block on the right. In order to place audio into a block, simply hover over the item in the library with the mouse, press and hold down (drag) the item to the appropriate place on the right, and release the mouse button when the item is in the correct place.

The default dashboard view opens with the *dashboard tracks* view on the left, and the *scheduled shows* display on the right. This view is accessed at any time by pressing the *dashboard* menu item button.

In order to access specific music or program blocks, the user should navigate to the *calendar view* by using the *calendar* button in the menu.

This view provides a quick look at the entire calendar.

The calendar can be viewed weekly (default) as well as daily, and by month. Press the appropriate view at the top right of the work area. The displayed date range is labelled at the top of the calendar.

The calendar can be compressed vertically, by selecting a different time range. The default view is 15m sections, but the user may choose a different setting in order to see more (or less) in the vertical axis. This drop-down list is in the top left corner.
The calendar can be advanced or rewound in time by pressing the two arrows at the top left of the work area. If the user has navigated away from the current date, they may return easily by pressing the *today* button in the same area.

In order to add or remove tracks within a specific music or program block, the user should hover over the designated block, and press the mouse button. A dialog box will appear, giving the user the option to schedule tracks to the block, to view or to clear the block.

View and clear functionalities are straight forward. Clicking on the *schedule tracks* option opens a new view, which places a library selector on the left of the screen, and the contents of the block on the right.

Across the top of this new view, the user may select from *tracks, playlists, smart blocks or webstreams* from which to populate the block. By clicking on the appropriate tab, the library
view is changed on the left, providing the user with easy access to any type of media from the library. The user then simply needs to locate the desired content, and move it to the block using the mouse as described above.

Note that while in this view, the search features described above are all available to the user.

While dropping audio into a block, note that the time remaining in the block is indicated by a strip of colour at the bottom of the block. The strip is pink/red if the block has time remaining (dead air) and turns green once the block is adequately filled. The actual remaining/over time amount is indicated within the strip.

Once audio is in the block, the user may choose to remove that audio from the block. This is done by selecting the audio via the checkbox in the same row (left hand side) and clicking the red Remove button at the top of the block. The user may also right click on the audio track, and select delete from the dialog that appears there. Removing a track from the block does not delete the track from the library.

In order to save your changes, and exit this view, press the OK button at the bottom right corner of the work area. This will return you to the previous view.

After returning to the calendar view, Libretime provides the capacity to see at-a-glance whether or not scheduled blocks contain an appropriate amount of content. Look for the bar across the block to indicate the amount of content in the block. Also, if a block is NOT full, a red or yellow indicator shows next to the title.
Block is full. The bar is orange. No warning indicator.

Block is only partially filled. The bar is half orange. Yellow warning indicator.

Block is empty. The bar is dark grey. Red warning indicator.
3.3. Creating a playlist

Playlists are a convenient way for Libretime Operators to populate blocks of content that are repeatable from time to time. Playlists are not the recommended way for operators to program music blocks.

To create a playlist, follow these steps:

Select the Playlists menu item.

Select the blue New button from the top left of the work area. This will open a new tab on the right hand side of the screen, which is a new playlist. The new playlist has a default name of Untitled Playlist.

In the Untitled Playlist tab, edit the text fields for name and description of the playlist. Provide a unique name for the playlist, and write a short description of the contents of the playlist. Press Save (bottom right) when complete, and notice that the title of the tab is updated to reflect the name that has been entered for the playlist.
Note that many playlist tabs may be open simultaneously. To navigate from one playlist to another, simply click on the tab with the appropriate name.

Open the dashboard tracks display by clicking on the tracks button in the menu. This will replace the dashboard playlists display on the left half of the screen with the dashboard tracks display, giving the user access to the audio tracks stored within the Libretime library. Using your mouse, drag tracks (audio files) from the library (click and hold above the track on the left half of the screen) into the playlist drop zone, and drop the file by releasing the mouse button. The file should now appear with some detailed information within the playlist.

Users may also add tracks to the playlist by selecting the tracks in the dashboard - tracks view, and pressing the Add to current playlist button at the top of the view.

Users may choose to employ an advanced search within the library, to help narrow down their choices from the large number of files. See the previous section for details on how to do this.
Note that once files have been added to the playlist, the duration of the playlist is displayed on the right side of the playlist window.

The user may select the play icon beside the audio selection to preview the selection.

Users may continue to add selections to the playlist builder by dragging and dropping in the same fashion. New selections may be added at any place within the playlist (above or below or in between any other selections). Once multiple selections are added, note the following changes:

When complete, the user should save their work by pressing the Save button. (Always remember to save your work). The playlist will now appear in the library as its own audio selection, and can be easily moved into a program block.

### 3.4. Creating a smart block

A smart block is essentially a playlist that is not populated with content by hand, rather the user defines a set of criteria and allows Libretime to populate the smart block automatically. This can be a convenient way to create blocks of music from the same genre for instance. Here's how to do it.

Select the **Smart Block** menu item

Select the blue *New* button from the top left of the work area. This will open a new tab on the right hand side of the screen, which is a new smart block. The new smart block has a default name of *Untitled Smart Block*.
In the *Untitled Smart Block* tab, edit the text fields for name of the *smart block*. Provide a unique name for the smart block. Press Save (bottom right) when complete, and notice that the title of the tab is updated to reflect the name that has been entered for the smart block.

Note that many *smart block* tabs may be open simultaneously. To navigate from one *smart block* to another, simply click on the tab with the appropriate name.

Define the criteria for the smart block by adding filter fields. You may add as many filter fields as you deem necessary. This is a good way to limit your smart block contents to perhaps a certain musical genre, or artist, etc… Filter fields should be thought of as filters for the information in the library. Users may select parts of the filter from the drop-down lists for ‘criteria’, ‘modifier’ and then enter a value to complete the criteria filter. Note that when adding a new modifier to a criteria, the results of the search are generated by considering all modifiers as if they are connect by ‘or’.

Add a new filter based on a different search criteria by clicking on the blue *Add Criteria* button. New filters are considered to be connected by ‘and’ in the overall generation of the *smart block*.

Users may also specify the total length of a *smart block*, prior to generating the block by specifying the desired length using the ‘Limit to’ field. This will limit the length of the *smart block* to the desired value upon pressing Save.
Open the **Advanced options** panel by clicking on the **Advanced options** text. In this panel, several key attributes of the smart block may be defined.

Select whether the smart block should be static or dynamic. Hovering over the question mark will explain the difference. Essentially, a static smart block is created when the user hits Save and does not change. A dynamic smart block is one where only the criteria is stored, and the smart block is generated automatically whenever the smart block is included within a show. This means that any new content added to the library since the creation of a dynamic smart block may be included in that smart block. A static smart block requires to be re-generated each time, if the user wants new files to be included in the smart block prior to adding the smart block to a program.

Specify whether you wish to allow Libretime to repeat tracks. If this checkbox is checked, Libretime may repeat tracks within the *smart block*. If this checkbox is not checked, Libretime will prevent tracks from repeating when the *smart block* is generated.

If the **Allow last track to exceed time limit** box is checked, the *smart block* will fill the block past the specified length. If not, the *smart block* will always be with the specified length.

Users may select how the randomly selected tracks in the *smart block* are organized. The default is to randomize, but the user may select how tracks are sorted by selecting the desired sort order from the drop down list.

Optionally, users may write a brief description of the contents of the *smart block* by filling in the *description* field.

Once complete, press the Save button to generate the smart block.

Users may shuffle the contents of the block by pressing the Shuffle button.
4. Block Programming Guidelines

4.1. Libretime blocks

Libretime Operators (LOs) are assigned blocks to be programmed within Libretime. Each LO has a unique colour assigned to them, to assist in quickly and efficiently finding the blocks within the schedule for which they are responsible.

The blocks assigned to LOs may belong to one of three distinct categories:

- Station ID Blocks
- Music Blocks
- Program Blocks

4.1.1. Station ID blocks

Station ID blocks exist in the spaces between music and program blocks within the CFUZ broadcast schedule in Libretime. They provide the Support and Production Departments of CFUZ the opportunity to populate the schedule with planned Station IDs, Sponsor Mentions and other various Public Service Announcements (PSAs) that are required to be aired by the station.

Station ID blocks repeat on a weekly basis and are linked together. This means that once a Station ID block is populated, that particular block is populated in perpetuity with the same content, at the same time each week. This allows the Production Department to easily and efficiently manage all Station ID blocks within the schedule, with a very small contingent of LOs.

LOs need not concern themselves with programming Station ID blocks, as they are the purview of the Production Department.

4.1.2. Music blocks

In an effort to ensure that all music blocks are programmed in a manner that is somewhat consistent from block to block and LO to LO, we offer some guidelines here that should be adhered to as closely as possible when programming music blocks.

Music blocks feature music playout from the on-board Libretime library. LOs responsible for music blocks are asked to populate their blocks on a weekly basis, with music that belongs to a pre-determined genre. That genre is reported on public releases of the CFUZ schedule, which is why it is important that LOs not stray from the assigned genre for any particular music block within the schedule.

LOs are able to give the music blocks assigned to them a name, and to report that name to the Program Director, so that the CFUZ Schedule can reflect the name of the music block.

LOs are asked to produce short segments of audio which will serve to introduce the music block, and to remind the listener what they are listening to during the remainder of the music block. These produced segments may be between 15-60 seconds in length and should be inserted into the music blocks as follows:

- Introduction to the music block - at the top of the block (first item)
• Short music block description - to be played at least once per hour
• Short extro to the music block - at the end of the block (optional)

These short segments are classified in Libretime with the INTRO genre tag, and named so that they are clearly identified with the block to which they belong.

LOs may use whatever means of populating music into the block with which they are comfortable. This includes smart blocks (recommended) playlists, or by placing individual songs.

Once populated with music, the LO should ensure that the following audio segments be included into the music block at the specified locations within the block:

• Station ID - new and fully CRTC/ISED compliant CFUZ station IDs are found in the Libretime library by searching the Genre tag for SID and the Album tag for NEW. Station IDs are required to be added within 5 minutes of the TOP OF EACH HOUR. Note that this does not include the top or bottom of the music block, as all music blocks are bumpered with Station ID blocks. Station IDs should also be include every 15-20 minutes within the music block.

• SPONSOR - Sponsor mentions are included in the Libretime library and can be easily found by searching for SPONSOR in the Genre tag. A sponsor mention should be included within 5 minutes of the BOTTOM OF EACH HOUR, within the music block. The inclusion of a sponsor mention is not required if the bottom of the hour is coincident with the end of a music block.

• CFUZ/PCR PSA - These are CFUZ-centric public service announcements which are included in the Libretime library and searchable by entering PCR or CFUZ in the Genre tag. These are optional to include in music blocks, but if they are to be included, they may appear at least once per hour. Again, not at the top or bottom of the music block.

When placing STATION IDs, SPONSOR mentions or CFUZ/PCR PSA spots into a music block, LOs should always try to select those items which are indicated to not already be scheduled. The goal is to minimize occurrences of the same item within a relatively short period of time. Due to the currently low number of some of these items within the Libretime library, this may not always be possible.

Please refer to the diagram which provides an illustration as to where these files should be included within music blocks. The example provided depicts a 2 hour music block, and shows where the various items should and should not be placed within the block. This diagram can be extended to music blocks of any length. The most important note to take from this diagram is that Station IDs, SPONSOR mentions and CFUZ/PCR PSAs should not be placed at the start or end of any music block.

Note that leaving 5 or less seconds of space at the end of a block is perfectly acceptable. Leaving between 5-10 seconds of space at the end of a block is acceptable, but not advisable. Leaving more than 10 seconds of space at the end of a block should be avoided at all costs.
4.1.3. Program blocks

Program blocks assigned to LOs will normally involve adding an episode of the labeled program into the block on a weekly basis. In most cases, the most recent episode (if not all episodes) of the program will be already uploaded to the Libretime Library. In some cases, the LO will be required to source and upload the program episode to Libretime themselves.

The program block within Libretime will in most cases be the exact size of the episode that is to be placed. For programs created at CFUZ, this time is 29 minutes for a ‘half hour long program’ and 58 minutes for an ‘hour long program’.

Generally speaking, for programs created at CFUZ, one minute per half hour of programming is reserved for station traffic. This time is usually place AFTER the program episode, and programs generally start exactly at the top of the hour.

In most cases, the program will take up all the space in the block once it is placed. LOs should check after placing the episode as to whether there is time left at the end of the block prior to exiting the block.
- If the program episode runs over the end of the block, it will be faded out and Libretime will proceed to the next block - there is no issue. We generally don’t concern ourselves with syndicated content that is longer than 59 minutes. Programmers submitting content from CFUZ should be aware of time limits, and should not exceed the recommended program lengths.

- If the program episode does not entirely fill the block, the LO is required to pad the episode with content. This ideally would be a musical selection that fits into the empty space after the end of the program. The Libretime music library contains a wide array of musical selections of varying length, and LOs should not have an issue finding a selection of the proper length.

- LOs should avoid padding program blocks with SPONSOR mentions, SIDs or CFUZ/PCR PSAs, as these are pre-populated in the Station ID block that will in all cases immediately follow a program block. If the length of time required to pad the program block is less than one minute, the LO may use CFUZ/PCR PSAs to pad the block.

There are some 2 hour programs which are recorded in two parts. It has been pre-arranged with the program producers that these 2 parts may add up to as much as 1:56. However, each of the 2 parts may not necessarily be exactly 58 minutes in length. This is due to the program host not wanting to fade songs out during the program. In these cases, LOs who populate these blocks should place both parts of the program, and fill the space in between with content to bridge between the two halves of the program. The content used to bridge the two halves should be a combination of SPONSOR mentions, Station IDs and CFUZ/PCR PSA content. LOs should avoid using music to bridge two parts of a 2 hour program. LOs should also avoid placing content at the end of the program block in these cases.

Note that leaving 5 or less seconds of space at the end of a block is perfectly acceptable. Leaving between 5-10 seconds of space at the end of a block is acceptable, but not advisable. Leaving more than 10 seconds of space at the end of a block should be avoided at all costs.

4.2. Libretime day monitors

The Programming Committee has assigned the roles of Libretime Day Monitor to seven LOs.

Libretime Day Monitors are assigned a day of the week, and are asked to examine the Libretime calendar for that day in the 24 hours prior to that schedule being executed. If the Libretime Day Monitor sees any empty blocks at that time, they are required to inform the Program Director, and fill the block with content. This content may be random, or in the case of a program block, an episode of the required program.

If a block is unpopulated and makes it to air, the CFUZ Technical Department has put into place a failover which ensures that backup music plays with a technical message for that time. However, the goal is to not rely on activating this automated system, and rather to ensure that all blocks are programmed at all times.
5. Listening to CFUZ

What good would all this be if we couldn't then listen to what we've configured on the streaming server?

CFUZ-FM broadcasts at 92.9MHz in the FM band, and can be heard in and around Penticton BC via terrestrial radio receiver. In addition to this, the station can be heard via the online stream. In order to connect to Libretime, you should navigate to the following URL on your favourite web browser:

http://www.peachcityradio.org
or
http://www.cfuz.ca

This should bring you to the Society web page that will show various options for connecting to the stream.

Note that this document is a work in progress.

Please send all feedback, suggestions and comments to the Libretime Administrator - currently Dave Del Rizzo - at program@cfuz.ca