"The IDC Radio" - Vision and Procedures

IDC Radio on 106.4 FM is a college radio station operating under the educational stations of Kol-Israel Radio and broadcasting from the Sammy Ofer Communications School studios at the IDC Herzliya.

The channel is operated by students and staff from the IDC with conjunction and under the supervision of senior professionals from the communication industry.

As part of their curriculum, students are experienced in all areas of broadcasting – they broadcast, produce, edit, and attend to the technical and musical aspects.

The station operates without commercials and as a non-profit organization.

Students' innovation, creativity and originality coupled with professionalism and emphasis on the values of the IDC set the IDC Radio apart in the Israeli communication map.

IDC Radio focuses on talk programs and is unique in that it includes students from the Raphael Recanati International School and offers broadcasts in English as well as in Hebrew.

We aim at creating interesting, intelligent and fun contents up to external standards of quality. Our broadcasting schedule includes a wide variety of programs, including: culture, current affairs, humor, academia, sports, music, entrepreneurship, society and Zionism.

The channel's musical scale goes from popular to alternative with a focus on varied, quality programs appealing to a wide spectrum of age groups. We strive to discover that which is new and interesting in Israeli and foreign music while maintaining a unique and challenging as well as accessible and intriguing musical line.

Our radio facilities are highly advanced both in Israel and around the world and include state of the art sound systems and broadcasting software as well as professional video and digital equipment. This infrastructure enables a video and audio high standard broadcasts simultaneously with the FM broadcasts in other media, including Internet, cellular etc. The radio studios won an architectural prize for their innovative design.
Zionism as a Goal

The Radio will serve as a tool for communication studies and for shaping a new Israeli and Zionist identity. The Interdisciplinary Center is a reflection the identity of its rare combination of students, Israeli and Jews from the Diaspora who have chosen to study at the Center. The Israeli identity will be the heart of the radio broadcasts, integrated as a cultural element in the programs as part of the Center's world-view.

The Radio shall operate with the desire to reach the young, students of today and the students of the future, who are not tied to the Israeli experience, to connect with them and to motivate concern, involvement and active partnership in the community and to take responsibility for the environment.

The Community as a Goal

The Interdisciplinary Center is strongly connected to the City of Herzliya and the community in the region. The radio will attempt to reflect the broadest range of views of the community and will manage a full dialog with the listeners. The radio will connect the listeners with the students to enable a local milieu and will focus on local issues to the same extent and even more than on national issues with criticism and exposure to the academic viewpoint. The listeners will be exposed to local and community content which does not receive attention through other media and the Interdisciplinary Center will transmit to the community the vast academic knowledge at its disposal.

The core values of the radio
- Social
- Enrichment
- Important – Interesting
- Positive
- Innovative
- Global

The language of the radio
- Intelligent
- Up-to-Date
- Assorted
- The same level as the public
- Hebrew and English
Procedures for Broadcasting the IDC Radio

Definitions

The contents of this document are designated for men and women alike. The wording in masculine or in feminine form is for convenience only.

a. "IDC": The Interdisciplinary Center Herzliya
b. "School": Sammy Ofer School of Communications
c. "The Radio": The IDC radio station 106.4 FM and the School of Communications radio sites.
d. "Musical Composition": Songs and/or melodies including those recorded on discs, tapes, recordings of events, performances, plays, singing groups, actors, music from films and from television programs.
e. "Copyrights": Copyright is defined in the Law of Copyright 2007 including performers' rights and broadcasters' rights as defined in the: Performers' Broadcasters' Copyright Law 1984, producers' rights under clause 33 of the Law of Copyright 2007 and publishing rights.
f. "Joint Organizations": An organization that has been authorized by the copyright owners to manage their rights, including Composers and Songwriters Association (ACUM), the Israeli Federation of Records and Cassettes Ltd. (IFPI), The Israel Federation of Independent Record Producers (PIL), Eshkolot, the Israeli Artists Society for Performers' Rights Ltd., Ashlim and the Israeli Association for the Music Performers’ Rights (AILM).
g. "Student": Student, including his legal guardian, his heirs and those taking his place.
h. "Broadcaster": a student at the Interdisciplinary, graduate of the Interdisciplinary, lecturer broadcasting on the radio, public representative broadcasting on the radio, teaching assistant broadcasting on the radio, member of staff/administration at the Interdisciplinary.
i. "Nakdi Document": guidelines on ethical rules that apply to persons engaged in communication, broadcasting and journalism. A document guiding the activity of broadcasting authorities in the State of Israel.

J. "Productions": creation of programs and reports for radio and television, films, pilots, programs that are broadcast on the radio and/or television, investigations, stories, still shots, presentations and raw materials.

j. "Extraordinary Productions": Productions that are not directly connected to academic activities of the School of Communications, including commercial productions, productions for foreign entities, personal productions and commercial advertising.

k. "Works": Reports and articles for the new traditional media, production files, expressions for ideas, forums, campaigns, works and so forth written in the framework of workshops, seminars, lessons, studies, projects and entrepreneurships at the School of Communications.

l. "Facilities": All of the School of Communications' facilities, including editing rooms, television and radio studios, classrooms, computer labs and newsrooms.

m. "Studios": All of the School of Communications' facilities, including editing rooms, television and radio studies and newsrooms.

n. "The Equipment": All of the equipment belonging to the School of Communications, including mobile appliances, computers, computer systems, Internet, audio equipment, video and television equipment and production equipment.

o. "RASHIM": List of songs and music broadcasted on the radio.

Before implementing productions, practical training and broadcasts you are requested to carefully read the radio broadcasting procedures. The procedures appear on the School's site.
1. **Rules for Broadcasting:**

1.1 The rules and procedures of the School of Communications apply to every broadcaster who broadcasts on the radio including persons holding positions as producers, editors, technicians, etc.

1.2 It is under the liability of the broadcasters to listen to the instructions of the radio representatives.

1.3 There are three entities taking part in this entrepreneurship: The Broadcasting Authority, The Ministry of Communication and the Ministry of Education. The broadcasters of the education radio are students in communication and broadcasters of the IDC radio.

1.4 Each broadcast on the IDC radio will be broadcast in accordance with the Nakdi Report.

1.5 Authorized representatives of the radio shall be entitled to end a broadcast at any time, to prevent a broadcast and/or to prohibit a program from being broadcast without having to give any reason or without detailing the reasons.

2. **Rights of Works, Productions and Broadcasts**

2.1 The School of Communications considers the works and broadcasting productions created in the framework of the studies and/or by means of the use of the equipment and/or facilities of the School of Communications as productions created jointly by the students, broadcasters, lecturers and the School of Communications. The School of Communications considers itself as taking an important part in the production process. Thus, it is willing to assist with the resources at its disposal i.e.: the teaching and management staff, logistic equipment and use of the equipment and facilities of the School of IDC.

2.2 The procedure has been established in order to reduce unnecessary tension, disagreements and confrontations between the students and the broadcasters
themselves and/or the IDC and the students, the broadcasters and/or between the students and the lecturers and/or between IDC and the lecturers on copyright issues.

2.3 The procedures about rights have been established in order to legally regulate the relations in reference to labor and production in the framework of studies and broadcasting at the School of Communications and/or by means of the equipment and/or facilities of the School of Communications, including allowing the School of Communications the use of the works and productions for educational, teaching, research, advertising, public relations and broadcasting purposes without any need of the students and broadcasters having to give authority and/or special consent.

2.4 At the same time the School of Communications would like to prevent the misuse of the good name of the IDC by various entities, in order to promote their sales and make a profit and to prevent the distribution of any work and production which has been characterized quality or level wise as not meeting the standards of the School of Communication.

2.5 The procedures are binding for all students and broadcasters and any deviation from them will be permitted only after approval by the School representatives.

3. **Production Procedures**

3.1 **Copyrights:**

a. All the rights, including copyrights by law, for the works, productions and broadcasts done by the students and broadcasters in the framework and during the period of broadcasting and/or by means of the equipment and/or facilities and/or studios of the School of Communication and any of their updates, are hereby assigned in full and without any restriction by irrevocable transfer to the School of Communication for the entire period of the existence of the said rights without any limitation regarding
the territory. The aforesaid in this clause is subject to the proper and permitted use as stipulated under the law.

b. Without derogating from the generality of the aforesaid, the School of Communications is the only one entitled to represent, advertize, duplicate, copy, translate, lease, lend, transfer, broadcast, tape, process, replicate, burn and reproduce the works and productions or broadcasts or parts of the work or sections of productions based on its sole and unrestricted discretion. The School shall strive to note the names of the producers of the materials and the instructors as much as possible.

3.2 Property Rights:

a. Without derogating from the generality of the aforesaid, the School of Communications is entitled to use the works or productions made in the framework of broadcasting on the radio and/or by means of the equipment and/or facilities of the School of Communications for presenting and/or learning and/or broadcasting purposes.

b. The School shall strive to enable the students to use the works as part of their work portfolios. This certification is subject to noting all of the names of the producers and instructors at the beginning of the work. The School will have the final decision regarding this matter. The students must receive the consent of the School in advance and in writing to publicize and/or present the works and/or broadcast.

c. The academic faculty and teaching staff are not entitled to use the rights of the School of Communications, including the work and/or production and/or expression of an idea of a student and broadcaster in the framework and period of the radio broadcast unless they have received previous explicit consent in writing from the School of Communications.

d. Proper use: During their studies in the School the students and the broadcasters have the right of approved use as determined under the law including the use of productions protected by copyright for the purpose
of independent study, research, criticism, review and use for the purpose
of written and electronic journalistic synopsis.

4. Without derogating from the aforesaid every broadcaster is required to broadcast according to the regulations detailed below:

4.1 "Freedom of Speech" is not a magical formula which opens every gate. There are state laws and systems which restrict radio broadcasting.

4.2 A balance must be kept between the opinions expressed. The broadcaster shall not voice his opinion but rather voice statements as stated, provide a variety of opinions, and he shall not take a stand with one side or another.

4.3 The main role of the broadcaster is to provide the listeners with the most reliable verified complete and objective information. The listeners should be allowed to reach their own conclusions themselves and not be provided facts with already prepared conclusions. In any case, there should be a clear distinction between factual and direct information and/or personal opinions and interpretation and analysis.

4.4 Bias, partiality, prejudice, labeling and concealment of facts must be avoided.

4.5 Anyone who is to cover a topic to be broadcast that concerns his personal involvement and the results of the broadcast could influence interests of the topic, which are his own personal interests is disqualified from covering the topic.

4.6 No person shall be hurt due to origin, race, religion or gender, whether speaking with the interviewee or about him. The interviewee's feelings shall not be hurt even in his absence.

4.7 No one shall be offended, undergo defamation or be slandered and anything which may be harmful towards anyone shall not be broadcast. If there is concern of harm having been done the response of those potentially harmed should be broadcast.

4.8 Anything that may harm a person shall not be broadcast, directly or indirectly, under any circumstances.
4.9 A broadcast which will almost certainly cause harm to the public order, i.e. the democratic structure, public security and its existence and the feelings of the public or any part thereof shall not be broadcast.

4.10 The results of a new election survey must not be publicized from the conclusion of the Friday prior to the elections until closure of ballots on election day.

4.11 A high level of dependability, accuracy in facts, names, titles and terms concerning the item under discussion must be maintained. No information should be taken from the media or public relation services without checking and crosschecking information for the most reliability and accuracy and of course nothing should be introduced merely as editorial material without relating to its source.

4.12 There shall be no waiver of checking facts in any possible manner and from the best source possible. The quality of the source determines and not the quantity.

4.13 It is essential to broadcast reliable, verified, accurate and complete information also from the aspects of diversity of the standpoints, the opinions and the viewpoints.

4.14 Mistakes broadcast must be corrected as close as possible to when the mistake was broadcast. An apology must be made if there was anything in the information broadcast that caused damage or anguish or personal harm.

4.15 A high lingual register in Hebrew must be maintained – gross errors, mistakes involving masculine and feminine forms, numbers, verb inclinations, distortion of names must be avoided. Personal programs or "light" programs must also be produced with a high level of Hebrew.

4.16 During an interview – at the studio or by phone – the interviewee must be given the opportunity to respond to questions and the interviewer should not make himself too prominent, though he should also not be servile or idle. The interviewee is entitled to receive an answer to the question but the interviewer should not be rude towards the interviewee or make a laughingstock out of him. Words should not be put in the interviewee's mouth.
4.17 If there are several interviewees each should be given equal opportunity as much as possible to take part in the discussions or the confrontations without interruption and disturbance from his adversaries or the MC.

4.18 Upon editing an interview to be aired, no matters are to be taken out of their context, the interviewee's words are not to be distorted through arbitrary editing that deprive them of the essence and distorts their spirit.

4.19 Commercial brand names, names of stores, factories, and commercial incorporations shall not be introduced in any manner that can be considered advertising, hidden or disclosed. Information about events and places can be given but without noting the address and telephone of the places which have any commercial interest.

4.20 When surveying new cultural products: films, books, records, tapes, CDs, content can include any details required for a journalistic survey while avoiding the use of expressions which may be construed as encouraging purchasing the products.

4.21 When surveying cultural and artistic events the names of the persons involved in the production and presentation (composer, director, actor, producer, publisher, etc.) shall be given, but giving clear-cut commercial information should still be avoided

4.22 The right to respond should be respected, especially from someone who has been hurt by the broadcast. Mistakes must be corrected in the broadcast as close as possible to the time of the broadcast of the mistaken information.

4.23 Obligation to consult: in any case of doubt the broadcaster must consult with the Director of the Station.

4.24 Any issue that is liable to contain slander shall be broadcasted only after approval by the Director of the Station.

4.25 Writers and editors must be familiar with the fields of the issues which fall under military censorship and strictly adhere to submitting them for censorship review.

4.26 Usually announcements about strikes that are about to breakout should be avoided unless the good of the public obligates knowing the information in
advance, such as strike of emergency services, transportation, telephone, post, etc.

4.27 Telephone conversations shall not be broadcast without the prior knowledge and consent of the interviewee. The use of concealed taping, is prohibited unless to expose activities that are usually illegal, which cannot be documented any other way and even then only after approval of the Director of the Station.

4.28 The anonymity of rape, incest and family violence victims must be maintained, unless, the victim explicitly requested that his name be publicized.

4.29 The main details of horrific acts shall not be broadcast. The details that shall shock or harm children and youth shall not be broadcast. The particular details of suicide cases shall not be broadcast.

4.30 Surveying illegal activities, such as the distribution and use of drugs, soliciting prostitution, burglary and vandalism require consulting with the Director of the Station.

4.31 When reporting about wanted criminals it is important to remember that they have not been convicted and they are considered suspects only.

4.32 When reporting and taping from a location of a terrorist attack and from a hospital the horrific details should be avoided and a matter of fact tone should be maintained as much as possible. Everything must be founded solely on facts in the field and descriptions of impressions should be avoided.

4.33 Material received from operational communication systems in Israel or abroad shall not be used.

4.34 Names of the casualties and the wounded should not be given until it has been confirmed that the families have indeed been notified.

4.35 The radio does not broadcast calls for contributions to one enterprise or another. Any deviation from this procedure requires approval from the Director of the Station.
5. **Procedure for Broadcasting Music on IDC Radio 106.4 and/or on the Internet Radio Sites**

5.1 The use of musical compositions, of any type whatsoever, or any part thereof, in the framework of the "IDC radio" and/or the Internet radio sites is only permitted subject to the law and this includes everything concerning copyrights.

5.2 The broadcaster broadcasting musical compositions in the framework of the "IDC radio" or Internet radio stations must act in accordance with the law and the broadcaster must verify and clarify which laws apply to the broadcast of the musical composition.

5.3 It is completely prohibited to distribute, sell, duplicate, burn or make any other use of the musical composition except broadcasting it, without receiving approval from the authorized individual from the radio.

5.4 It is prohibited to broadcast on the radio and/or on the Internet radio any musical compositions that were not produced and/or created at the IDC or alternatively which were not acquired with their copyrights by the IDC, or alternatively whose copyrights belong to one of the "Joint Organizations" that does not have an agreement with the radio and/or the Broadcasting Authority concerning broadcasting the musical composition.

5.5 In general, broadcasting music or a composition requires notification during broadcasting in writing or orally of the names of the writers of the composition subject to the technical limitations of the computerized system and integration of the statement in the broadcast.

5.6 If one of the names of the writers was distorted, an appropriate correction will be broadcast or publicized immediately upon awareness of the distortion.

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**Note:** These procedures are in addition to the procedures included in the Nakdi Report.

For review of the Nakdi Report ask the representatives of the School of Communications and/or visit the library and/or radio sites and the school site.
6. **Reference Rules Concerning Persons with Economic Interests in IDC Radio 106.4 and in the Internet Radio**

6.1 **Mentioning organizations and/or corporations and/or commercial brand names:**
- There shall be no mention of any organization and/or corporation and/or commercial brand name except in the framework of a report on the organization and/or corporation and/or commercial brand name, and even in this case only what has to be mentioned as part of the journalistic survey. Even in these cases caution should be taken as not to take advantage of this medium to advertise and the journalistic aspect of the matter should be emphasized.
- When surveying cultural products: books, films, records, discs, and so forth details can be given as required of the journalistic survey, while avoiding the use of expressions which may encourage acquisition of the products.

7. **CD Libraries and the Computerized Database at IDC Radio**

7.1 Broadcasting of music on the radio and/or the Internet requires the broadcaster to maintain precise broadcasting lists according to instructions submitted from time to time by the radio manager. The broadcaster is obligated to fill the lists (pursuant to the requirement by the radio manager).

7.2 For the sole purpose of learning and broadcasting the radio has placed at the disposal of the broadcasters original discs, that are in the computerized database of the School of Communications and/or the library of discs located at the "IDC Radio".

7.3 It is absolutely prohibited to duplicate or burn musical compositions taken from the computerized music database of the School of Communications and from the library of discs of the radio for any purposes other than study or broadcasting.

7.4 It is absolutely prohibited to store illegal copies in the computerized database or in the radio library.
7.5 This procedure and its contents shall not derogate from any other procedure and/or requirements of the law.
8. Procedure for Using Facilities and Approval of Exceptions

8.1 General

a. The facilities and equipment are designated solely for use for studies, production, practice and publication of information in the framework of the School of Communications and the IDC.

b. The use of the facilities and equipment are possible only subject to the procedures of the School of Communications and in accordance with the directives of the authorized representatives of the School.

c. The contents of this procedure shall not derogate from the provisions of any other procedure.

8.2 Approval of Exceptional Productions

a. Anyone wishing to produce exceptional productions by means of the facilities and/or equipment and/or any use of facilities and/or equipment that is not directly connected to academic activities of the School of Communications, is required to receive prior written approval for such production.

8.3 The use of the facilities and equipment is prohibited for the purposes and under the circumstances listed below:

a. For the purposes and/or under circumstances that directly or indirectly harm the good name of the School and IDC.

b. For the purposes and/or under the circumstances that directly or indirectly harm the faculty members, the employees, the broadcasters and the students of the School and of IDC and the educational radio stations that operate within the framework of Kol Yisrael.

c. For purposes and/or under the circumstances of marketing, advertising and commerce.

d. For the purposes and/or under the circumstances directly or indirectly connected to them, which are political and/or connected to elections, to promote political parties and political organizations.

e. For the purposes and/or under the circumstances of production that harm or breach the proprietary rights of others, including copyrights or trademarks.
f. For the purposes and/or under the circumstances of pornographic productions or blatant sexual characteristics that breach the provisions of any law and may be offensive to the public.

g. For purposes and/or under the circumstances of publicizing any material and/or production concerning minors and identifying them.

h. For the purposes and/or under the circumstances of publicizing any material and/or production that may be used as false information which may arouse panic and fear among the public.

i. For the purposes and/or under the circumstances of publicizing any material and/or production that constitute inciting a rebellion against the country, its authorities, its institutes, its laws or disputes among its citizens.

j. For the purposes and/or under the circumstances of publicizing any material and/or production which constitute incitement towards racism: "racism" – such as persecution, humiliation, abashment, hatred, hostility, violence, inciting strife towards the public or parts of the population, and all due to color or affiliation with a race or national or ethnic origin.

k. For the purposes and/or under the circumstances of productions or any illegal material, or any material encouraging, supporting, assisting, providing instructions how to execute or guidance of how to perform an act that constitutes a criminal offense under the laws of the State of Israel.

l. For the purposes and/or under the circumstances of publicizing any material and/or production which constitutes defamation of a person or harms his right to privacy.

m. For the purposes and/or under the circumstances of publicizing any material and/or production which is forbidden to publicize under the provisions of any law, i.e. a publication which the courts prohibited.

n. For the purposes and/or under the circumstances of publicizing which involves disrespect towards the flag or emblem of the country, denies that there was a Holocaust, cruelly harms the faith or feelings of the religious or others.
For the purposes and/or under the circumstances of publicizing any material and/or production which may mislead the consumer, in accordance with the intent of the Consumer Protection Law, 5741-1981.

9. Procedure for Ordering Equipment and Studios and their Use

9.1 General

a. This procedure relates to facilities, studios and equipment as defined above, provided to the broadcasters, by the School of Communications for their use to broadcast on the radio in general and to equipment and/or a facility and/or a studio provided to the students for use in their studies in particular.

b. The equipment and/or the facility and/or the studio are provided to the broadcaster for his personal use for studies. Consequently the broadcaster shall not be entitled to transfer and/or to leave and/or to provide the studio and/or the facility, directly or indirectly, to another person unless he has received prior written consent.

c. The broadcaster undertakes to keep the equipment and/or facility and/or studio safe in the same manner as the owner would maintain his property, to properly care for it, ensure its serviceability and maintain it in proper order at all times, not to leave it unsupervised anywhere and to protect it from any damage, including protecting it from natural damage such as from rain, sun, heat and radiation.

d. The broadcaster undertakes to notify the representatives of the School of Communication of any loss and/or theft and/or disappearance and/or damage caused of any type whatsoever to the equipment and/or facility and/or studio immediately after becoming aware of the incident. In such cases the School of Communications shall not be obligated to provide the broadcaster other equipment.

e. The School of Communications allows the broadcasters to order and use the equipment and/or facilities and/or studies, as defined above, which belong to the School of Communications in accordance with this procedure.
f. The School of Communications is entitled to perform any activity at any time in order to check that the use of the equipment and/or facility and/or studio by the broadcaster is in accordance with this procedure.

g. The Broadcaster shall not have any demand and/or claim of any type whatsoever against the School of Communications for any use and/or operation of the equipment and/or facility and/or studio by the School of Communications.

h. The Broadcaster shall not have any rights to ownership of the equipment and/or facility and/or studio. The IDC is the sole owner of the equipment and/or facility and/or Studio and is the sole owner of their rights of use.

9.2 Ordering Equipment and/or Studios

a. A broadcaster interested in using equipment and/or studios belonging to the School of Communications for the purpose of his studies or broadcasting at the School of Communications, must order the equipment and/or studios in advance.

b. A request to order equipment and/or studios will include, among other things, the specifications of the equipment and/or studios ordered, the purpose for which the equipment and/or studios is needed and the date the equipment and/or studios will be returned by the broadcaster.

c. The broadcaster will submit a request to order equipment and/or a studio by means of the designated system which exists on the IDC Internet site and/or by direct request from the instructor of the workshop.

d. The type of equipment and/or studios reserved for the order is determined at the School based on the annual logistic plan, aimed at allotting suitable equipment and/or studios for each production and activity at the School. The right to determine the type of equipment and/or studio reserved for the order is vested in the hands of the authorized individual at the School of Communications.

e. The request for ordering equipment and/or studios must be checked and must receive approval by the representatives of the School or anyone authorized for this. Orders via the Internet will be approved or rejected
by a response that will be given by email and/or telephone and/or by direct response.

f. If for no justified reason the orderer of the equipment did not come to receive the equipment and/or studio at the time set he shall be liable to a fine of NIS 30 for each hour of delay.

g. In cases in which faults occur and/or there are disruptions in receiving the equipment and/or studio ordered, a representative of the school will make an effort to locate the orderer of the equipment and/or studios in order to notify him of cancellation of the order.

h. The orderer of equipment and/or studios is entitled to cancel the order no later than 16:00 the day before the set date for receiving the order via a direct request and the receipt of positive approval from the authorized individual, excluding cancellation of orders of equipment and/or studies for Sunday for which students must give notification of cancellation no later than 16:00 on the Thursday before the set date.

i. To eliminate any doubts the contents of this procedure do not in any manner whatsoever oblige the School to reserve equipment and/or studios. Completing the order and giving authorization of use, as stated above and below, is always at the discretion of the School of Communications.

j. Responsibility for the faultlessness of the equipment and/or studios lies on the broadcaster borrowing it. The borrower will be responsible and will be liable for full payment of any damage of any type whatsoever which will be caused to the equipment, including theft, loss, mechanical failure, operation which is not according to instructions, faults stemming from dampness, fire, etc., except damage caused to the equipment as a result of reasonable wear and subject to safety procedures.

k. The School of Communications is entitled to charge the broadcaster the full sum of the damages, including for repairs done and/or services rendered with respect to the equipment and/or the studio, in cases in which, according to the sole discretion of the School of Communication, the said damages stem from the broadcaster's breach of this procedure, as
well as any unreasonable use by the broadcaster of the equipment and/or studio, and so forth.

9.3 **Use of Equipment outside the Studio**

a. The broadcasters who sign the equipment borrowing form will be liable for the items of equipment appearing in the list detailing the equipment.

b. The equipment will only be used by the broadcasters who have undergone training in operating the equipment and with the approval of the instructor and/or another authorized individual from the School of Communications. As stated, any use of the equipment is under the liability of the broadcaster. The broadcaster must ensure that he is proficient in operating the equipment.

c. The broadcasters will return the equipment on the date set and coordinated in advance with the representative of the School, as stated above, and as detailed on the equipment borrowing form.

d. A broadcaster who has borrowed equipment and not returned it on the date set for return, but late and did not act as stated, will be liable to a fine in the sum of NIS 30 per each hour of delay.

e. In cases in which the borrower is not able to return the equipment on time, the borrowing broadcaster will appoint a broadcaster from the same team to return the equipment.

f. In case of a fault in the equipment its operation should be ceased immediately. It is absolutely prohibited to disassemble and/or remove wires from the equipment. The users must report any fault to the authorized individual.

g. Equipment shall not be left unattended.

9.4 **Use of Studios**

a. The use of studios will be by broadcasters who have undergone training in the operation of studios and subject to the approval of the authorized individual and/or under the guidance of the lecturer or instructor as stated. Any use of the studios is under the responsibility of the broadcasters. The broadcaster must ensure that he is proficient in operating the studios.
b. A broadcaster who has ordered studios shall coordinate the exact time of use of the studios in advance with the authorized individual.

c. The borrower shall not transfer the use of the studios to anyone whomsoever, including other broadcasters and he shall not permit anyone else to use the studio and the equipment.

d. Broadcasters who are in the studios must obey the orders of the instructors or the authorized representatives. The instructors or the authorized representatives are entitled to instruct the broadcasters to leave the area of the studio in cases in which the broadcasters have disobeyed orders and/or procedures and in cases of faults in the studios and/or equipment.

e. In cases of faults in the studios and/or equipment operation of the studios shall be ceased immediately. It is forbidden to disassemble or unplug wires. Every fault must be notified to the authorized individual and concurrently a note stating "the facility is out of service" shall be placed on the switch.

f. The studio and equipment inside the studio shall not be left unattended nor the doors unlocked.

g. The users of the studios and equipment shall not allow any third party to enter the campus when the campus is closed, excluding IDC people authorized for such and the broadcasters also authorized to use the studios and equipment.

h. Smoking is prohibited in the studios and it is prohibited to bring food and/or drinks into the studios.

i. At the end of work all lights shall be shut off and all the doors shall be locked.

j. A broadcaster who has signed for the use of the studios will also be responsible for the items appearing on the list detailing the equipment in the studios.

k. The validity of the liabilities and declarations of the broadcaster under this procedure are for the period from the start of broadcasts by the broadcaster at the School of Communications and until the end of them.
Name of Broadcaster__________________________
I.D. No.____________________________________
Cellular Phone No.___________________________
School_______________________________________
Date_________________________________________