

Procedures for Using NPR Production Facilities and Equipment:

- Interns are not allowed to use studio time to track, mix, conduct interviews, or to do any production for Intern Edition. In addition, interns are not allowed to use NPR report kits or other NPR recording equipment. The internship program has its own reporter kits.
- Interns are permitted to use the phoner/edit booths, 30, 31, and 32 on the 3rd floor for any phoners or tracking. These booths are available on a walk-in, first come, first served basis. These booths do not need to be booked through the Operations Desk. Instructions for using the phoner/edit booths are posted in the booths and posted on the intranet on the Operations page <http://intranet.npr.org/newintranet/departments/ops/phoner.html>. Please be advised that on-air production takes precedence. If an intern is using the phoner/edit booth and a reporter needs to use it the intern will need to stop and let the reporter use the booth. In addition, there are also ISDN booths which the interns can use but these **must be booked in advance with the Operations Desk**. The best times for interns to use the phoner/ISDN booths are 6am - 10am ET and 6pm - 9pm ET M - F and any time on the weekends. Someone at the Ops Desk will be happy to show an intern how to use these facilities.
- Interns can use the RC's to dub material (30 minutes or less) and they can use the dubbing stations on the 1st, 2nd, and 3rd floors.
- Interns should not walk into any studio and ask an engineer to help mix, track, or do a 2-way. The engineers are there to work with on-air product only.

Note: If an intern is asked by a show, Desk, or reporter to book time for their on-air production they should make that known when they call the Operations Desk to book time (x2400.)

If there are any questions or concerns about these procedures please feel free to contact me.

Thank you.

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