

GUIDELINES FOR COPYING 1981-82 "SUNY SIDE UP" TAPES

- 1 - Copy each one intact from the ree-to-reel to a cassette.
- 2 - Keep tem in order-----TWO on each cassette. (See Master List.)
- 3 - Type a label for each cassette, giving show number, date aired, and other details on existing labels.
- 4 - Monitor each of the tapes placed in a special pile as possible SUNY Central radio segments. Take short segments from all those that seem appropriate. No less than three minutes, no more than 10.

COPY OF SUNY CENTRAL RADIO GUIDELINES ATTACHED

NOTE: They are asking for cassettes, and permitting more than one to be placed on each tape. Allow space between each one. Although SUNY doesn't say so, I recommend you introduce each one very simply; e.g., "This is Stony Brook Segment Number One," or, "Stony Brook Segment Number One, Al Oickle speaks first, Bentley Glass speaks second," the latter to give them voice ID.

- 5 - Prepare a brief introduction and explanation of the discussion and show to Al Oickle before having it clean-typed.

TIP: When you monitor those tapes being considered for SUNY Central, timeliness must be the first consideration:

- A - Very timely; e.g., Prof. Helen Lemay discusses witchcraft, a natural for the Halloween period.
- B - Timeless. Most of them will fall into this category. Imagine a radio listener in Albany next January, one who never heard of Stony Brook. The discussion must be of interest to that listener.

AS A GUIDELINE, LET'S AIM TO HAVE ALL THIS WORK ACCOMPLISHED BY JULY 1

--- Al Oickle June 3, 1982