

# **MCTV RULES AND OPERATING PROCEDURES**

## **STATEMENT OF PURPOSE**

Marshfield Community Television is an independent, non-profit organization governed by a Board of Directors from the Marshfield Community whose mission is to help all Marshfield citizens and institutions realize their full potential through community communication, and to encourage and facilitate their fullest participation in communicating their message.

Marshfield Community Television exists to give the public access to the communication medium of television. The public includes all individual who live, work or have taxpayer status in Marshfield, and to all organized groups with offices in Marshfield. Marshfield Community Television accepts all types of information and expression and welcomes a diversity of views.

## **ACCESS RULES**

1. MCTV Access Center studio and equipment is available to members on a first come, first serve basis. Any person, group, organization or business in the town of Marshfield is eligible.
2. Those who do not live, work or have taxpayer status are not eligible to become members of MCTV. Those who are current members of MCTV that do not live, work or have taxpayer status will be grandfathered in as long as membership remains current and in good standing.
3. In order to be a member of Marshfield Community Television; use its facilities and equipment, all members must fill out a CORI background check annually as administered through MCTV.
4. Any person using the MCTV Access Center must be trained on MCTV equipment and be familiar with and abide by MCTV Access Rules and Operating Procedures and programming disclosure form. Anyone using access equipment must be approved by the MCTV staff to operate that level of equipment or facility and sign access user agreement.
5. Content produced with access equipment and facilities must be first cablecasted on MCTV. The equipment is meant solely to be used for production on MCTV
6. Anyone who produces programming using MCTV access facilities and equipment retains ownership of the copyrights to that program.
7. MCTV does not provide tape stock or program dubs. Producers are allowed one free copy when requested.

8. MCTV's Community Bulletin Board is to be used solely by non profit and community groups to publicize activities and events.

9. Users of MCTV facilities and/or equipment will identify themselves as public access community producers, not as employees or staff of MCTV.

10. Access users under the age of 18 must have a signed "Parental Consent Form" on file with MCTV.

## **CATEGORIES OF MEMBERSHIP**

1. Individual Membership - \$30 Subscription to MCTV newsletter/program guide, open access to training, production equipment and facilities and channel time.

2. Non Profit Organizational Membership - \$75 for 3 individuals; \$10 for each additional member. (Membership covers three people representing the organization; the three people receive the same benefits as individual members. All programs must relate to the organization's purpose).

3. Business membership - \$120 for 3 individuals; \$15 for each additional member. (Membership covers three people representing the organization; the three people receive the same benefits as individual members. All programs must relate to the organization's purpose).

4. Family Membership - \$60 for up to 4 individuals in the same household.

5. Senior/Youth Membership - \$15 for youths up to age 18 and seniors 62 and older.

6. Lifetime Membership - \$120 one time fee

## **ROLE OF THE MCTV STAFF**

Successful public access programming depends on the participation by many active, trained members who use video communication tools in order to independently reflect their ideas. Due to limited staff time, MCTV cannot provide video production services for the community members or organizations. Staff will assist community members in assembling production crews. Community organizations planning to do programs on a regular basis are encouraged to form a television production committee, which MCTV will then train. MCTV staff is available to train MCTV members who want to produce an MCTV program; staff will assist in formation of production crew. Assistance from MCTV is limited due to limited staff time.

## **MCTV CREW CALL SYSTEM**

MCTV Members who are looking for production assistance are asked to fill out a Crew Call sheet. After a member fills out the Crew Call sheet, it will be posted on the MCTV website, sent out to members interested in volunteering and in the P&G area of the MCTV facility. Members are not allowed to solicit Marshfield Public School students to assist in their productions. Any student interested in volunteering on an MCTV production must first become a member of MCTV.

## **ROLE OF MCTV INTERNS**

The role of MCTV interns is to learn the major aspects of television production and assist the MCTV staff with productions, editing and other tasks the staff deem important to their internship. Members should not depend on interns for production assistance on their program.

## **ON SITE BEHAVIOR**

Members and guests should treat each other and staff with dignity and respect.

The following actions are prohibited

### **Minor Offenses**

-Abusive language and/or actions will not be permitted in the access facility, or directed to by telephone, mail, fax or email.

- No guest should be left unattended in the access center.

- Members loitering in the access facility. Personal business and phone use should be kept to a minimum.

- Allowing Pets and non-working animals.

### **Major Offenses**

- Operation equipment or spend time in MCTV facilities while using or under the influence of alcohol or drugs

- Possession or use of any illegal substances and/or weapons.

-Entering into the Education channel area during school hours by members or guests

-Entering into Marshfield High School through the MCTV facility by members or guests.

Violation of the onsite behavior policy will result in immediate expulsion from the access facility and property and may result in the following actions by the Executive Director

1. Minor infractions (an infraction resulting in expulsion from the facility, but not Involving reporting to the police and/or police action)  
3 month suspension of membership
2. Major infraction (possibly involving reporting to the police and/or police station)  
6 month suspension of membership or revocation of membership.
3. Second offenses, either minor or major will result in permanent revocation of Membership.

## **GRIEVANCES**

Any grievances regarding assignment of workshop space, channel time allocation, equipment, studio and facility use or any other matter regarding MCTV should first be discussed with the Executive Director. All decisions of the Executive Director regarding these matters are final.

When a membership is suspended or revoked, a registered letter will be sent to the member with notice of action taken by the Executive Director. The member has the right to appeal the action by writing to the President of the MCTV Board of Directors, \_\_\_\_\_ Marshfield, MA. 02050, asking for a hearing at a regularly scheduled or special board meeting. The Board will notify the member in writing of the time and date of the hearing, along with any other procedural matters that may pertain. Board Votes are decided by a simple majority. All decisions of the Board of Directors regarding the suspension or revocation are final. The board will send a registered letter outlining the board's decision.

## **PROGRAM CREDIT FOR UNDERWRITING AND GRANTS**

Underwriting for programs must be for goods, services, in-kind contributions and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: "This program was made possible through a grant by..." or "Goods and services used in this program were contributed by..." MCTV credit must still be included. Staff must be informed, in advance, of any such underwriting credits and consulted about the proper format for underwriting credit. Producers must not include telephone numbers or street addresses of underwriters, but may list business or organization name and town.

## **PROGRAM CONTENT RULES**

- 1. Presentation of the following material on community access channels is prohibited:**
  - A. Libelous or slanderous material.
  - B. Any program or material that is commercial in nature; including but not limited to All advertisement of (or information concerning) any lottery, gift enterprise or similar scheme offering prizes dependent, in whole or in part, upon lot or chance; or any list of the prizes drawn or awarded by means of such a lottery, gift enterprise or scheme, whether said list contains any part or all of such prizes.
  - C. Any material which is intended to defraud the viewer or is designed to obtain money or property by false or fraudulent pretenses, representation or promises.
  - D. Material that is obscene according to local community standards or is otherwise illegal.
  - E. No personal information may be disseminated about an individual without express consent and permission by the individual
2. Once a program has been aired, MCTV has allowed for the producer of that program's first amendment rights. Any accusation of libel and/or slander must be submitted to the Executive Director. The letter must include the name of the show and the date aired and the material that the accuser is claiming is libel and/or slander.

It is the discretion of the Executive Director to remove that program from cablecast. MCTV will only remove the episode in question and notify the producer of that program. If no legal complaint is filed within a reasonable time period; the program (if it was originally scheduled to continue airing) will be put back in the programming schedule if the producer decides to continue airing it.

If the producer insists on continuing the so called libel and/or slander, the accuser can get an injunction from the courts against the series and have it removed from the MCTV programming lineup.

## USE OF EQUIPMENT

### 1. **General Rules:**

A. Equipment is available on a first-come, first-served, non-discriminatory basis.

B. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Repeated last minute cancellations may result in loss of privileges.

C. Repeated late returns of equipment may result in loss of privileges.

D. Any materials for productions, beyond those supplied by MCTV must be supplied by the user and must be removed after the production.

E. Individuals using MCTV equipment, studio or post production facilities will not change the wiring or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user. A loss of privileges will result from such equipment abuse.

F. Individuals using MCTV equipment and facilities should report any defects or problems to staff. Members should fill out a Facilities/Equipment Incident report when problems are encountered. Producers found to be misusing or abusing may be asked to repeat training, testing and/or be subject to loss of privileges.

G. Users are responsible for loss or damage due to theft, negligence or abuse while equipment is in their possession. All fees in connection with repair or replacement must be paid in full or a payment schedule agreed upon with the Executive Director before any further equipment use is allowed.

H. Personal property of members or guests is not the responsibility of MCTV.

### 2. **Studio Access**

A. People using the MCTV facility must enter and exit through the designated MCTV entrance. MCTV users must not enter any part of the high school building at any time.

B. During the hours of 7AM to 4:00 PM when school is in session, MCTV members will have access to the member editing area, the small studio and control room and P&G equipment room under the supervision of MCTV Staff

C. During the hours of 7AM to 4:00 PM when school is in session, MCTV users may not enter the E channel equipment room, the large studio or the large control Room.

D. MCTV users will have the ability to use the large studio and control room during the times when school is not in session

E. Any person who is in violation of the Studio Access rules will be suspended from the MCTV facility for 90 days. A second violation will result in expulsion from the MCTV facility.

**3. Use of the studio**

A. Reservations may be made up to two months in advance. Reservations can be made in person, email or by phone to a staff member only.

B. In order to schedule the studios and control rooms, a community user (and all crew members) must be trained for video production

C. No studio production may take place without staff supervision.

D. Producers are entitled to a maximum of six hours per session with a maximum of 12 combined hours per week in the studio, post-production or editing facilities. Scheduled studio time includes time needed to set up, break down and clean up in studio.

E. Users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period.

F. Users under the age of 18 who wish to schedule the studio or participate in a studio production must have written permission from their parent or guardian.

G. During days school is in session, members will have exclusive access to the small control room and studio. After 4pm on days when school is in session, MCTV members will have access to the large studio and control room.

H. During days when school is not in session MCTV members will have access to the large studio and control room during the day.

**4. Use of Editing and Post Production Facilities.**

A. To schedule and use the editing or post-production facilities, a community user must be properly certified for such use by the MCTV staff

B. Users under the age of 18 who wish to schedule the editing and post-production facilities must have written permission from their parents or guardian.

C. Producers are entitled to a maximum of 3 hours per session with a maximum of 9 scheduled combined hours per week in the studio, post-production or editing facilities. Scheduling outside these parameters will be made at staff discretion. These guidelines are designed to allow everyone equal and fair access to the post-Production facilities. Grievances concerning scheduling should be brought to staff attention immediately and should be resolved at that time.

D. Staff will upload content to MCTV's video website by the request of the producer. Content must have previously been played on MCTV's public access channel. Uploads will be done on a first come, first serve basis and will be done when staff has time. Uploads are considered low priority.

E. Producers content that has been unused on the MCTV storage drives for more than four months will be deleted from the system

**5. Use of Portable Video and Audio Equipment.**

A. Reservations for equipment may be made up to one month in advance and should be made at least five days in advance. Reservations can be made in person or by phone to any operations staff member.

B. Equipment must be picked up and returned upon the previously agreed time. Failure to return equipment when due will result in a written warning and subsequent violations may result in loss of privileges in the future.

C. Equipment may be checked out for forty-eight hour periods during the week or longer for weekends or holidays

D. Producers holding equipment reservations must follow these checkout and Check-in procedures.

E. Content that is left on camera hard drives or cards will be deleted by MCTV staff when necessary. It is recommended that members purchase their own cards or drives to store their footage on

**Check Out of Equipment**

A. Fill out equipment checklist and sign Equipment Check out form

B. Assemble and test requested equipment. It is the producer's responsibility to make sure that they have all required cables and connectors to facilitate Production

C. eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian, or qualified adult access user, who signs a release stating that the adult accepts responsibility for the equipment and its use  
By a minor



## **Check-In of Equipment**

- A. Equipment must be returned on scheduled time.
  
- B. Any problems with equipment or damage should be noted on Facilities/Equipment Incident form and brought to the attention of staff.
  
- C. Users are responsible for loss or damage due to negligence or abuse while the Equipment is checked out to them.

## **CHANNEL TIME REQUESTS/CABLECASTING PROCEDURE**

### **Scheduling Procedures**

#### **1. General Procedures**

- A. All requests for channel time shall be processed on a fair and equitable basis. An application for Cablecast form must be turned in with completed program. Scheduling and cablecast times will be determined by programming staff. If producers have special time requirements or requests they should be noted on the application for cablecast form.
  
- B. If scheduling and staff time allows, a taped program may be repeated during the weekly period, for a total of six to eight times per month.
  
- C. Users may produce a Single Program or Series.
  
- D. Each individual program produced and each series produced must have on file at MCTV a Producer MCTV Agreement and Indemnification in which the Producer is solely responsible for program content and holds MCTV (and its Officers, directors, employees, and agents) harmless for liability or legal fees and expenses incurred as a result of cable casting.
  
- E. Programs produced by MCTV members will receive two airings during “prime hours” and one airing during “non prime time hours”. All programming not produced by MCTV members will receive scheduled time at the staff’s discretion.
  
- F. All pre-recorded content cablecasting must be submitted to MCTV staff six hours before the first airing.
  
- G. All content scheduled for cablecast over the weekend must be submitted to MCTV staff by 1PM Friday afternoon.

**2. Series Scheduling**

Time slots are at the discretion of MCTV Staff

**CABLECAST STANDARDS**

**Cablecasting Requirements**

**1. Label**

Before cable casting, all media must be clearly labeled with the following Information:

- A) Title of program clearly labeled with date and name of producer.
- B) Segment name and Total running time
- C) No more than two programs on one piece of media

**2) Countdown and Slate**

- A) Minimum of 30 seconds of black or color bars
- B) Thirty seconds of black on the end of the tape

**3) End of Content**

- A) Appropriate credits
- B) MCTV credit “Produced at Marshfield Community Television, Marshfield, MA”

All media scheduled for cablecast on the channel must meet certain minimum technical requirements. Media must be of such quality that the standard time base corrector (TCB) will accept the signal. If the TBC will not accept the signal and sync instability results, the video tape may be rejected.