



POLICIES AND PROCEDURES

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ELIGIBILITY

Any resident of Norway or Paris who is 12 years of age or older may request use of the community television facilities. A minor may use these facilities if an adult resident assumes legal responsibility by filing all necessary forms. For approved special projects, the station manager may waive the age requirements.

In order to facilitate the development of community television programming that will meet areas communications needs and be of interest and service to cable subscribers, NPC-TV staff will authorize non-residents to use community access facilities subject to meeting one of the following requirements:

- 1) An employee of an institution or governmental agency that does business in Norway or Paris;
- 2) Members of an organization that serves or is located in Norway or Paris;
- 3) Full-time students of an educational institution located in Norway or Paris.

Residents of Norway and Paris, however, have priority for checking out equipment, using facilities, scheduling cablecast time and may preempt non-residents. All productions using community television equipment and facilities must be cablecast on NPC-TV Channel 11 and 1302. Use of equipment for commercial or purely personal purposes is prohibited.

TRAINING PROGRAM

NPC-TV conducts production workshops for groups and individuals by request. These workshops are designed to train residents to operate community television equipment. The size of the various workshops is limited to a maximum of 12 people in order to provide the best training possible.

Individuals will receive One on One training as needed and as time allows. As the individual successfully completes projects they will be allowed advancements in the level of equipment usage.

PROPOSING A PROGRAM IDEA

A program idea translated into a program proposal is the first step toward production of a community television program. The "Program Proposal Form" asks basic information about the program: who, what, where, type of program (studio or location), format (talk show, interview, sports, performance, etc.), projected production dates, estimated date of completion, etc.

Any certified access user may propose and produce a public access program.

First Conference

Residents not certified for equipment use and unfamiliar with NPC-TV may schedule a conference with NPC-TV staff to discuss a program idea. This initial conference will include an orientation to community TV, a discussion of workshop opportunities, and a review of program proposals and production guidelines. Certified producers who have completed the Basic Production Workshop may bypass the first program proposal conference. The information given in the first conference is covered in the workshop. The "Program Proposal Form" is also given to all students after completion of the Basic Production Workshop.

Second Conference

The second program proposal conference is scheduled after the producer submits a completed program proposal form. The access producer and NPC-TV staff will review the proposal, examining all specifics, including: program format, location of taping, equipment needed, crew requirements and requested production dates.

If the producer demonstrates readiness to begin production, NPC-TV staff will assign production dates and reserve equipment for the production. The access producer will complete a "Request for Studio Time" form and/or "Location Equipment Contract." All equipment needed, including accessories must be reserved in advance.

PROGRAM SERIES

A series is defined as any program having a regular cablecast time slot scheduled either weekly, by-weekly or monthly during at least a three month period.

Certified access producers may propose a series of programs and be granted a regular time slot (subject to availability). NPC-TV staff will schedule a conference with the producer to determine the type of series and duration, determine the potential of the individual or organization to meet the required commitment (resources, time, etc.), and provide production related information and advice.

A producer requests to produce a series by using the "Program Proposal Form." A production schedule and equipment use plan will be developed with the producer, which will result in the production of a pilot episode for the series. If the producer successfully produces the pilot within the equipment use plan and time-line established for it, the equipment will be scheduled for production for the minimum number of programs required for completion (3 not including the pilot). Prior to requesting time for cablecast.

Upon completion of the minimum number of programs, NPC-TV will meet with the producer to determine the beginning and ending date of cablecast, the time slot of the cablecast and the producer's agreement comply with all applicable rules and regulations.

OUTSIDE PRODUCTIONS

An outside production is defined as a program produced by a producer who is not a resident of Norway or Paris or a non-profit organization of Norway or Paris. NPC-TV policy for the cablecast of programs produced by outside producers is as follows:

- 1) Subject to scheduling priorities, NPC-TV will cablecast single programs or series made by outside producers in response to requests for cablecast time by a Norway or Paris resident or a Norway or Paris based non-profit institution.
- 2) Subject to scheduling priorities, programs from other access centers without such local sponsorship may be accepted for cablecast at the discretion of the NPC-TV staff if such programs would be of interest to Norway or Paris viewers.
- 3) NPC-TV will schedule cablecast of all outside produced programs according to the rules and procedures for scheduling a single program or series. However, no repeats will be scheduled.
- 4) Outside productions must comply with all sections of the rules relating to program content and technical quality. Outside producers must be willing to submit their program for review by NPC-TV prior to cablecast.
- 5) Outside producers or sponsoring residents must pay the cost of delivery and return of video DVDs. NPC-TV will not pay return postage.
- 6) NPC-TV cannot be responsible for the loss or any damage of program material.

PROGRAM SCHEDULING PRIORITIES AND PRE-EMTION POLICY

Cablecast time is assigned on a first-come, first-served basis within the context of the following scheduling priorities:

- 1) Programs produced by Norway or Paris residents and institutions containing at least 80% original material;
- 2) Programs produced outside Norway and Paris which have been requested by a Norway or Paris resident or institution;
- 3) Programs produced by other access centers, which have not been requested by a Norway or Paris resident or institution.

When a request is made for a special event program, or live program that conflicts with a program that has been previously scheduled, the program scheduler will contact the producer of the scheduled program to discuss a pre-emption. The producer will be offered another time to cablecast the program. If the producer does not agree to the pre-emption, the program scheduler will bring the issue to the Board of Directors of NPC-TV. The Board's decision is final, and NPC-TV reserves the right to pre-empt scheduled programs. Graphic notice of a pre-emption will be cablecast at the date and time of the originally scheduled time and the new date and time will be given.

USING PORTABLE EQUIPMENT

The following rules apply to portable equipment use:

- 1) Certified access users on a first-come, first-served basis reserve portable equipment by submitting a "Location Equipment Contract."
- 2) A producer must reserve equipment at least 48 hours in advance.
- 3) NPC-TV staff are to be informed about a canceled equipment reservation, or change in checkout or return times, 24 hours in advance. Failure to do so may result in the suspension or termination or privileges.
- 4) The Access Center Manager must approve exceptions to these rules.

All programming using NPC-TV equipment must credit NPC-TV.

PRIORITIES FOR SCHEDULING EQUIPMENT AND STUDIO

- 1) **Production Workshops** – Training sessions are offered by request at NPC-TV Access Center. These classes have priority use of studio time and equipment.
- 2) **For Series Programs** – The production of series programs is encouraged. A regular production schedule of studio and equipment use and request for time slots is re-examined every 13 weeks.
- 3) **Special Events** – This guideline is applied by the staff with minimum disruption of regular producers' plans.

PROGRAM CONTENT

NPC-TV producers are fully responsible for the content of their program material. Although NPC-TV does not question access programming content, certain restrictions have been developed which reflect the nature of public access television.

Producers must submit their program for review by NPC-TV prior to cablecasting. Public access programming must not contain:

- 1) Advertising material designed to promote the sale of commercial products of services;
- 2) Advertisements by or on behalf of officially announced candidates for public office;
- 3) The direct or indirect presentation of lottery information.

Programming which does not have clearances, releases, and other assurances, or programming which in the judgment of NPC-TV raises serious risk of legal liability (such as, but not limited to libel, slander, invasion of privacy, copyright infringement, pornography or obscenity) may be prohibited. Sample release forms are available.

POLITICAL PROGRAMMING

NPC-TV encourages producers to further the discussion of political issues and candidates in Norway and Paris. NPC-TV will provide space for special format programming including debates and interviews at election time.

The following provisions pertain exclusively to political programming:

- 1) A candidate or a member of his or her staff or campaign may not produce political programming.
- 2) NPC-TV encourages producers not to affiliate with any one candidate to produce political programming and encourage those producers to interview all candidates for a given office.
- 3) Political programs are limited in length by the number of candidates who appear:
 - a) 1 or 2 candidates – up to 30 minutes
 - b) 3 to 5 candidates – up to 60 minutes
 - c) 6 or more candidates - up to 120 minutes
- 4) Each program will receive one original and one repeat cablecast and may be cablecast a third time if programming time is available.
- 5) Debate format programs must include invitations to all candidates and the debate format should be equal for each candidate.
- 6) There shall be no programming related to a candidate or an election cablecast on NPC-TV later than the Sunday at midnight prior to an election. NPC-TV may, however, initiate its own election-related coverage before or after this period.



DONOR ACKNOWLEDGEMENT

While commercial advertising is prohibited, acknowledgment of underwriting by businesses, organizations, or grantors providing monetary or other assistance in the making of programs may be included in the program credits and on the Bulletin Board.

Underwriting Guidelines

- a) Producers are encouraged to seek underwriting and/or grants from foundations, private businesses and other sources to help fund their programs.
- b) Public access producers must accurately identify themselves to potential funding sources. Producers may not say they are employees of NPC-TV, indicate that NPC-TV is a co-producer of the program or otherwise misrepresent their relationship with NPC-TV. Violations of this rule will result in suspension or termination of access privileges.
- c) Producers shall describe to donors the type of acknowledgment they will receive at the end of the program (See “Donor Guidelines”).
- d) NPC-TV may require producers to disclose all funding received for a program.

2. Donor Acknowledgment Guidelines

- a) While commercial advertising is not permitted, NPC-TV requires that producers acknowledge all support received from businesses, foundations or other sources.
 - b) Producers shall acknowledge donors with announcements similar to those seen on PBS stations. Announcements may include the donor’s name and logo. The announcement may be displayed not longer than 15 seconds. The description may:
 -  Include product line or services and location.
 -  Identify but not promote the donor – it must be value neutral and not include comparisons or quality judgments (“best pizza in town”, “lowest prices in town”, etc.
3. Donors shall be acknowledged only at the beginning & end of programs, with the following exceptions:
 - a) During programs longer than one hour, acknowledgments may be made during the natural breaks, e.g. half-time of a football game;
 - b) Acknowledgment of donated prizes may be made when the prize is given away, e.g. “We’re about to give away a turkey donated by John Doe.”
 4. Incidental depiction of a donor’s logo or advertising should be avoided whenever possible, e.g. at a remote location.
 5. Commercial providers of products or services used in the program’s production may be credited. Such credits can include the product or service, such as “Costumes provided by...” and otherwise must follow the rules for displaying a commercial underwriting credit listed above.

SCHEDULING A CABLECAST TIME SLOT

Live and videotaped programs are cablecast on NPC-TV.

In order to obtain channel time, a "Request for Cablecast time Form" is submitted to NPC-TV. NPC-TV staff meets with producers to develop scheduling which is advantageous to both the producer and the viewing audience. Producers are encouraged to rerun programs.

The following rules apply to cablecast time slot scheduling:

1. Time slots are scheduled on a first-come, first-served basis.
2. Series producers may request regular time slots up to 13 weeks in duration.
3. NPC-TV reserves the right to make ultimate scheduling decisions.
4. Video files must meet the technical standards necessary for transmission into the cable system. NPC-TV staff is available to assist producers in every way possible in meeting these standards.
5. Programs produced in facilities other than NPC-TV must be submitted at least one week in advance of cablecast date and meet "Outside Production Guidelines."
6. A live cablecast violating the program content rules will be terminated and may result in the forfeiture of privileges of using the access centers equipment.
7. Producers are encouraged to work with NPC-TV staff in the preparation of 30 or 60 second promos for upcoming programs.
8. All producers must submit a written program description at the time of cablecast request. The written program description, which will be used to publicize the program, must include the basics: who, what, when, where, why and how. Background information on the programs production as well as crew list should be included. For live programs, producers must submit a written program description 14 days in advance. For a series, the program description should be submitted with the program it self, when it's delivered for cablecast and should include all necessary information on the most current episode.
9. Failure to submit a written program description will be sufficient for not scheduling a program for cablecast.
10. The Access Center Manager must approve exceptions to these rules.

TERMINATION/SUSPENSION OF PRIVILEGES

The right to use NPC-TV studios, equipment and cablecast time may be suspended or terminated in the following instances:

1. Loss or damage to equipment due to negligence;
2. Illegal use of drugs and/or alcohol in the access center;
3. Misrepresentation to a third party of access producer's relationship with NPC-TV;
4. Expired ID or access card.

When any of the above situations occur, the Access Center Manager and Board of Directors will meet with the producer in question to discuss the issue, to rectify the situation, or decide if a suspension or termination will occur and under what terms. The producer will be notified of his/her status within 7 days of the meeting. The right to use NPC-TV studios, equipment and cablecast time may be suspended for repeated violation (more than 2 times) of the following:

1. Cancellation of scheduled studio or equipment use without proper notice;
2. Cancellation of a program for cablecast time without proper notice or repeated late return of equipment;
3. Violation of the rules governing the content of programs;
4. Other actions causing harm to NPC-TV, its staff or other access producers.

GRIEVANCE POLICY

If a member of the public currently served by NPC-TV feels that he/she has been improperly or unjustly treated, he/she may request a review of the problem by the Board of Directors.

This procedure should be initiated only if the Access Center Manager does not resolve the problem. In most cases the Access Center Manager will act as mediator. However, when the Access Manager cannot resolve the situation the following steps may be taken:

1. The request for a review must be made to the Board's President in writing. A copy will be forwarded to the Access Center Manager.
2. The request/letter must contain clear reasons for requesting a review, stating the alleged problem, and providing the Board's President with any relevant materials/details to support the case.
3. The Board's President will request similar information from the appropriate NPC-TV staff and the Access Center Manager, and within 30 days, convene a Review Committee. This committee will be made up of the Board's President and two other Board Members (chosen by the President).
4. The review process will begin with a meeting among all parties involved: i.e. the person requesting the review, appropriate NPC-TV staff, the Access Center Manager and the Review Committee.
5. After the review of all relevant materials/information is completed, the Review Committee will render its decision in writing within 10 days. All parties entering into this process agree that the decision is final.

COMMUNITY BULLETIN BOARD

Any individual, non-profit organization, educational institution or any entity with a non-commercial, public service announcement can have their message run on the NPC-TV Community Bulletin Board. This electronic print provides an important medium for the community. Messages must be received at least one week prior to the day the message should appear. A special form is required for proper spacing of the message on the screen. A copy of this form is included in the Appendix. All electronic print messages must conform to the program content rules and will be displayed on the Community Bulletin Board on a first-come, first-served basis.

Mission Statement

NPC-TV is an independent, non-profit corporation who's mission is to strengthen the fabric of community life by providing communication tools, training and opportunities for individuals, nonprofit groups, governments, educational institutions, and area businesses. The Stations Management will strive to encourage and facilitate the fullest possible participation in the production and distribution of quality television programming by and for the Oxford Hills community.

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