

**WILMINGTON COMMUNITY TELEVISION, INC.**  
**POLICIES AND REGULATIONS**

**WCTV, INC.**  
**9 10 22**  
**P E G**

WILMINGTON COMMUNITY TELEVISION  
POLICIES AND REGULATIONS  
TABLE OF CONTENTS

<b>MISSION STATEMENT/INTRODUCTION</b>	3
<b><u>PART ONE: EQUIPMENT USE AND PROCEDURES</u></b>	
1. REQUIREMENTS	4
2. TYPES OF MEMBERSHIP	4
3. WCTV, INC. ACCESS COURSES AND WORKSHOPS	4
4. EQUIPMENT	4-6
5. COPIES	6
6. INSURANCE AND RESPONSIBILITY	7
7. VIOLATIONS	7
8. INTERNS	8
<b><u>PART TWO: PROGRAMMING</u></b>	
1. CHANNEL TIME	9
2. CABLECASTING PROCEDURES	9
3. PROHIBITIONS AND CLEARANCES	9-10
4. POLITICAL CAMPAIGNING AND COVERAGE	10
5. COMMUNITY BULLETIN BOARD	10
6. SPONSORSHIP CREDITS	10
7. PUBLICITY	10
8. GRANTS	10

## **MISSION STATEMENT**

Community access television is television for the community and by the community. WCTV, Inc. will provide: training and technical assistance in the uses of cable TV production and equipment; access to production resources; and time on WCTV, Inc.'s Public (9), Educational (10), and Governmental (22) access channels. These resources are available for the production and presentation of non-commercial programming for the Wilmington community. Wilmington Community Television is governed by the Board of Directors.

## **INTRODUCTION**

Residents of Wilmington as well as organizations affiliated within the town are welcome and encouraged to use WCTV, Inc. resources. Anyone may request air time for the presentation of a pre-recorded non-commercial television program. Anyone wishing to communicate with subscribers on the electronic community bulletin board for non-commercial, non-political purposes is welcome to submit their message on a Community Bulletin Board Request Form to the Executive Director. In addition, WCTV, Inc. will cablecast public service announcements (PSA's) between programs.

### **Hours of Operation**

<b>Monday</b>	<b>10 a.m. - 9 p.m.</b>	<b>Thursday</b>	<b>10 a.m. - 9 p.m.</b>
<b>Tuesday</b>	<b>10 a.m. - 9 p.m.</b>	<b>Friday</b>	<b>9 a.m. - 1 p.m.</b>
<b>Wednesday</b>	<b>10 a.m. - 9 p.m.</b>	<b>Saturday</b>	<b>9 a.m. - 1 p.m.</b>

Summer Hours: WCTV, Inc. will be closed on Saturdays from the end of June through Labor day.

WCTV, Inc. mailing address is Wilmington Community Television, Inc., PO Box 35, Wilmington, MA., 01887. WCTV is located at 140 Middlesex Ave., in the rear of the Swain School.

## **PART ONE: EQUIPMENT USE AND PROCEDURES**

### **1. REQUIREMENTS**

To obtain the privilege of using the WCTV, Inc. resources, a person must:

- A. Show proof of Wilmington residency or have an affiliation with a Wilmington based organization which has become a WCTV, Inc. organizational member. All members must
- B. Be directly affiliated with the Wilmington chapter/branch in the case of regional, state, or national organizations.
- C. Sign an agreement to follow the Policies and Regulations of WCTV, Inc. as put forth in this document.
- D. Pay the current membership fee.

### **2. TYPES OF MEMBERSHIP**

There are three types of membership; Individual, Family, and Organizational. Each must be renewed annually.

- A. Individual memberships require a fee of \$10.00 per year.
- B. Family Membership requires a fee of \$20.00 per year per immediate family and/or members of the same household.
- C. Organizational membership requires a fee of \$30.00 per year for the organizations fee plus \$10.00 per each member.
- D. Members under the age of 18 must have signed a "parental consent form" that will be kept on file at WCTV.

### **3. WCTV, INC. ACCESS COURSES AND WORKSHOPS**

WCTV, Inc. Access Courses are offered year round on an on-going basis and are advertised in the members' newsletter and on the WCTV, Inc. Community Bulletin Board. Workshops and/or individual instruction are offered to familiarize members with new production resources. Workshops and courses are given under the direction of the WCTV, Inc. staff. A Producer's bulletin board at WCTV, Inc. is available in the foyer for the use of members and staff. Notice of upcoming workshops, meetings, or crew needs, etc. may be posted.

- A. Training
  1. Orientation sessions are a prerequisite for all other courses and workshops.
  2. WCTV, Inc. offers courses covering basic studio production, field production, editing and computer graphics. Workshops are available on a first come, first serve basis.
  3. Members must have completed any advanced course pre-requisite before signing up for advanced workshops.
- B. Certification for use of WCTV, Inc. Equipment /Studio
  1. To become a certified community producer a member must:
    - a. Complete the corresponding course for each piece of equipment, or
    - b. may become certified and bypass classes by either demonstrating proficiency with each piece of equipment or providing a demo reel or letter of reference.
    - c. WCTV, Inc. staff reserves the right to require that a producer take a workshop to obtain certification.

### **4. EQUIPMENT**

#### **A. Equipment /Facilities Procedures**

1. Equipment and facilities may be used for making programs For Cablecast on the WCTV, Inc. PEG Channels only. Use of equipment for commercial purposes is prohibited.
2. Anyone who produces programming using WCTV, Inc. access facilities and equipment retains ownership of the copyrights to that program. However, WCTV, Inc. retains the master and reserves the right to replay all or part of the program over the channels at its discretion.

3. WCTV, Inc. equipment may only be used by a member of Wilmington Community Television, Inc., who has agreed to comply with WCTV, Inc. Policies and Regulations, and has completed training pursuant to the policies and regulations. Equipment must be utilized in a safe and responsible manner at all times.
4. Users should identify themselves as public access producers and volunteers, not as staff or employees of WCTV, Inc.
5. Users under 18 years of age must have a parent or guardian fill out and sign the " Parental consent portion of the compliance form," which must be on file at WCTV, Inc.
6. Producers are expected to keep any equipment/facility/edit suites/studio reservations and arrive on time for such reservations. Members must give a 24 hour notice when canceling any reserved use of WCTV, Inc. facilities, studio, or classes. If a member is more than 30 minutes late without notification and approval, any reservation may be canceled.
7. Do not attempt to repair equipment yourself. Only WCTV, Inc. staff can authorize repair of any kind to the equipment. Any problems with the equipment must be brought to the attention of the staff immediately. The user is responsible for any damage done to equipment by misuse.
8. Members are expected to clean up after themselves when using WCTV, Inc. facilities.
9. Eating or drinking is allowed in designated areas only.
10. No animals are allowed in the building without the approval of the Executive Director.
11. Any alterations or additions to WCTV, Inc. equipment at any time is off limits unless each occurrence is authorized by the WCTV, Inc. staff..

#### H. Equipment Sign-Out

2. Remote Equipment Check-out/Return Procedures
  - a. All remote equipment must be checked out/in by WCTV, Inc. staff .
  - b. Equipment must be returned at the time indicated on the equipment check out form.
  - c. In order to sign out equipment, users must sign all required forms.
  - d. It is suggested that producers set up and test the equipment before leaving. All first time users Are Required to set-up the equipment before they are allowed to check it out.
  - e. Members are reminded that equipment must not be left unattended or left overnight in a car
  - f. WCTV staff reserves the right to limit the amount of equipment which any one individual or group may reserve.
  - g. Reservations are made based on availability.
  - h. Users are responsible for notifying staff that equipment has been returned. If there are any problems with equipment, the user should fill out equipment failure report.
  - i. Users may not borrow additional equipment until all items have been returned in good working order.

#### A. Editing /Facility Usage

- A producer must be properly trained in order to schedule and use the editing suites or facilities.
3. Requests and cancellations for use of WCTV, Inc. editing suites or facilities shall be made with the staff.
  4. Users under the age of 18 who wish to schedule the editing suites or facilities must have written permission from their parent or guardian, on file.
  5. Producers are encouraged to limit use of the studio or editing facilities to a 4 hour block of time.
  6. A time may be reassigned if the producer is more than a half hour late, without notification.
  7. After Hours Editing
    - a. Members are responsible for and must obtain keys, security operations, and

forms, through the Executive Director only.

- b. If alarm sounds, the phone should ring soon. Answer phone as it will be the alarm company requesting identification.
  - c. Lock all major entry doors while editing.
  - d. Members using after hours editing time are only allowed on premises during the time which was scheduled and reserved, and only for editing.
  - e. Only those persons listed on the after hours editing form shall be permitted to enter WCTV, Inc.'s premises during after hours editing.
  - f. Do not attempt to repair editing equipment. If a problem arises, your edit time has ended.
  - g. Keys must be returned within three working days after editing time.
- D. Use of the Studio/Control areas
1. A producer must be trained for studio production prior to scheduling use of the studio and control room.
  2. Reservations for the studio and control room should be made with the staff prior to use.
  3. Scheduled studio time should include time needed to set up, break down and clean up in studio. It is generally good practice to allow at least one (1) hour before and after the time needed to tape the actual production for set up and clean up of the studio.
  4. Users under 18 who wish to schedule the studio or participate in a studio production must have written permission from a parent or guardian, on file.
  5. The producer is responsible for assembling their own crews for the production. WCTV, Inc. staff should not be expected to fill in as crew for productions.
  6. Crew position assignments are the responsibility of the community producer. All studio crew must be trained or approved by the WCTV, Inc. staff.
  7. Producers who cancel studio time must do so at least 24 hours in advance of the production.

E: Videotape and Media Storage

1. WCTV will provide one video tape for raw footage purposes and one videotape for a program master per project. Additional tapes may be purchased from WCTV by the member at a significant discount from retail cost. WCTV staff reserves the right to limit the number of tapes provided to any one member, and also reserves the right to request the return of all raw footage tapes after program completion. Members then have the option to purchase their raw footage tapes, if they choose, at a discount from retail.
2. WCTV's production equipment is highly sensitive to junk videotape. Therefore, it is a violation of WCTV policy for members to use videotape purchased outside of WCTV in WCTV equipment. WCTV staff reserves the right to confiscate any junk tapes being used in WCTV equipment.
3. WCTV members are required to purchase all digital video tape from WCTV. This tape is offered at a discount from retail. No digital tape will be given out without payment for that tape.
4. WCTV requires that members purchase formatted computer disks from the WCTV staff. These disks are for use with WCTV multimedia equipment only and not for home use. It is a violation of WCTV policy for members to bring in disks from home for use in WCTV computers.
5. To avoid computer viruses, members are not to install or download any programs, software, or files on WCTV computers. Such action will result in immediate suspension of privileges.

## 5. COPIES

Any producer who wishes to have a copy of the master tape of their program may make one copy with WCTV, Inc. equipment at any time that does not interfere with production. WCTV, Inc. will provide one VHS tape to the producer for this purpose. Community members may purchase program copies for a \$15.00 donation to WCTV, Inc.

## 6. **INSURANCE AND RESPONSIBILITY**

WCTV, Inc. has an insurance policy for equipment while it is being used by members. Premiums are paid by WCTV, Inc. and the policy is in WCTV, Inc.'s name. In the event that equipment is stolen or damaged due to negligence and the insurance company honors the claim, the member is responsible for the \$250 deductible payment. In the event the insurance company does not honor a claim or a claim is less than the \$250 deductible payment, it is the responsibility of the member to reimburse WCTV, Inc..

Members may ask the board for a determination of negligence. Negligence will be determined by a vote of the Board of Directors. The vote by the Board of Directors will be the final decision. Members are reminded that equipment must not be left unattended or left overnight in a car or in a manner which might damage the equipment. Equipment may not be used in hazardous situations without prior approval of the WCTV, Inc. staff. If equipment is stolen, a police report must be filed immediately. Due to insurance coverage, a WCTV, Inc. staff member should be informed when equipment is to be taken outside the community.

Members covering public meetings which are the responsibility of WCTV, Inc. are not responsible for accidental damage of equipment. However, normal care and precautions should be taken during the set up, taping, and dismantling of the equipment. The equipment should be returned to the studio after the shoot or locked in a pre-approved designated area at the site of the shoot.

## 7 **VIOLATIONS**

Members are encouraged to resolve difficulties on an individual level. If a resolution is not forthcoming, the Executive Director or his/her designee is authorized to issue verbal warnings and suspensions for violations. If requested in writing by the Executive Director, the Ad-Hoc Committee of the Board of Directors may assist in the clarification or interpretation of the WCTV, Inc. Policies and Regulations. However, it is the responsibility of the Executive Director to issue warnings and/or suspensions.

Anyone may submit an appeal or a complaint to a designated Ad-Hoc Committee of the Board of Directors. They will receive, review, and follow up within 10 working days on all requests submitted in writing. The Ad-Hoc Committee may submit the issue to the Board of Directors at the next Board meeting. Also, a member may appeal the decision of the Ad-Hoc Committee in writing to the Board of Directors. The decision of the Board of Directors is final.

**MAJOR VIOLATIONS** will result in an immediate suspension of membership. These may include, but are not limited to:

1. Verbal or physical abuse of staff or other members
2. Possession or use of illegal substances (including alcohol) and or weapons on the premises of WCTV, Inc.,
3. Intentional destruction of equipment
4. Installation or down loading of any software or file on a WCTV computer.

**MINOR VIOLATIONS** may result in a verbal warning, or a suspension of privileges. These may include, but are not limited to:

1. misrepresentation to others of member's status or affiliation with WCTV, Inc.
2. failure to thoroughly clean up and neatly put away all equipment after using WCTV, Inc. facilities
3. having food or drink in non-eating areas
4. handling off limit equipment, i.e., playback equipment
5. use of equipment without staff permission
6. late pick up or return of equipment without notification and approval
7. use of WCTV, Inc. facilities and/or equipment for the sole purpose of profit making. Profit

- making does not include payment for services.
8. smoking in WCTV, Inc. facilities
  9. attempted repair of equipment
  10. any violation of after hours edit policy
  11. Use of any non-authorized videotape stock in WCTV equipment.

**8 INTERNS**

WCTV, Inc. will accept interns at the discretion of the Board of Directors and the Executive Director. Students receiving college or high school credits are encouraged to intern.

## **PART TWO - PROGRAMMING**

### **1. CHANNEL TIME**

Because WCTV, Inc. acknowledges the effort and time of volunteer producers, WCTV, Inc. will make every effort to cablecast their programs multiple times. Those wishing to have programming placed on WCTV, Inc. are to submit a Cablecast Request Form two weeks in advance. Consideration will be given to special requests for time slots. Requests for a time slot (single program) and for consistent time slots (program series) will be honored within the constraints of scheduling. However, first run programs will have priority over re-runs in scheduling. WCTV, Inc. reserves the right to assign time slots for all programs and make changes to the schedule as needed.

Producers may request a time slot, but final scheduling is at the discretion of WCTV, Inc. and may change without notice. WCTV, Inc.'s programming schedule endeavors to reflect sensitivity to age appropriate time slots.

### **2. CABLECASTING PROCEDURES**

Before cablecasting, all videotapes must be clearly labeled on the box and cassette with the:

1. Producer's name
2. Title of program
3. Date to begin airing
4. Date when program becomes obsolete (if applicable)
5. Total run time

The beginning of all cablecast programs must contain the standard format on the leader tape:

1. Color bars
2. Countdown

The end of all cablecast programs must have 30 seconds of black. WCTV, Inc.'s staff reserves the right to withhold cablecasting of programs which do not meet adequate technical standards:

1. All programming must be submitted on 1/2" high quality VHS or SVHS format videotape.
2. All tapes must be recorded on Standard Play (SP).
3. Audio quality of all videotapes must be constant and of sufficient level to permit adequate reproduction by transmission equipment.
4. Producers must fill out and sign a Cablecast Request Form with every program submitted for cablecast, unless the program is part of an ongoing series.

**SERIES PROGRAM:** A series program is one that is produced on a regular basis. Failure to maintain production of a series will result in loss of time slot. Series program producers must fill out a Cablecast Request Form upon submitting the first program for cablecast. Every six months the series is in production, the producer must resubmit another Cablecast Request Form. A Cablecast Request Form must be signed and submitted with the tape.

### **3. PROHIBITIONS and CLEARANCES**

Users of WCTV, Inc. and program producers are fully responsible for the content of all program material. The following material is prohibited by law:

1. Any obscene, libelous, or slanderous material
2. Any lottery information
3. Any materials designed to promote the sale of commercial products and services
4. Any invasion of privacy
5. Any violation of trademarks, copyright, or publicity rights which might violate any local, state, or federal laws
6. Any illegal activity

Users must obtain in writing, i.e., Talent Release Form and Minors Permission Form and produce upon request all necessary approvals, clearances, licenses, etc. for the use of any program material which the user cablecasts, including but not limited to, broadcast stations, networks, music licensing organizations, performer's representatives, and any and all other persons as may be necessary for

authorization to cablecast program material. A responsible adult shall execute the necessary assurances that authorization has been obtained concerning use of any equipment by a minor and/or appearance of any minor on a cablecast program. Such adults shall be responsible for liability resulting from the use of equipment or any appearance by a minor.

**4. POLITICAL CAMPAIGNING AND COVERAGE**

Political candidates are subject to the same policies and regulations as other users of the public access channel. The nature of public access is that everyone in the community has equal access to the facilities and channel time. Advocacy, debate, and election coverage will cease at 10 p.m. the night prior to an election. Political or election programming will not resume until the polls are officially closed.

**5. COMMUNITY BULLETIN BOARD**

The WCTV Community Bulletin Board is to be used by non-profit and community groups to publicize activities and events. Messages from Wilmington based organizations will receive priority to those from non-Wilmington organizations. Space permitting, messages will run for up to 6 weeks prior to an event.

**6. SPONSORSHIP CREDITS**

Commercial advertising is prohibited from the channels. Acknowledgment of underwriting by businesses, organizations or grantors providing monetary or other assistance to the making of the program may be included in the program credits. Some language restrictions apply. Sponsorship credits may not include qualitative or comparative language, price information or other indications of value or savings, a call to action, an endorsement or inducement to buy, sell, rent or lease a sponsor's product or service. WCTV staff must be consulted as to the proper language for crediting program sponsors.

**7. PUBLICITY**

WCTV, Inc. staff can publicize programs in two ways. Two weeks notice is needed to be listed in local newspapers and on the electronic bulletin board. In addition, producers are encouraged to work with the staff in the preparation of promos for upcoming programs.

**8. GRANTS**

Any individual or group submitting a proposal for grant funding for a project which involves use of the WCTV, Inc. facility must obtain prior written approval from the WCTV, Inc. Executive Director. Moneys from grants may be used to pay for equipment, crew, producer, rentals, etc. at the discretion of the person who received the grant. All programs using WCTV, Inc. facilities must credit Wilmington Community Television, Inc..