

SCITUATE COMMUNITY TELEVISION

Comcast Channels 8, 9 & 22

Rules and Operating Procedures

2013



STATEMENT OF PURPOSE

To provide P .E. G. (Public, Education and Government) cable television services for the Scituate community. To broadcast local events, local government organizations, performances, meetings, educational programs and public service announcements. To provide access to production equipment, air time and training for all interested citizens. To always maintain civil and creative environment for one and all.

ROLE OF THE SCTV₉ STAFF

Successful public access programming depends on participation by many people. We rely on trained interns and volunteers as well as a part time staff of students who help citizens use video communication tools in order to independently reflect their ideas.

Because of this, as well as limited part-time staff, SCTV cannot provide individualized video production services for community members or organizations. Community organizations planning to create programming on a regular basis are encouraged to form a television production committee, which SCTV will then help to train.

SCTV₉ USAGE & HOURS

The SCTV TV Studio is open Monday, Wednesday and Thursday: 8:30 a.m. to 4:45 p.m, Tuesday: 8:30 a.m. to 7:30 p.m and Friday: 8:30 a.m. to 11:45 a.m.

Written permission from the SCTV Station Director is required for anyone to access to the SCTV TV Studio (Rooms 104A and 104B at SHS) during non-operating hours. Violation of these rules will result in immediate expulsion from the access facility and will result in the following actions by the Station Director:

Minor infraction (an infraction resulting in expulsion from the facility, but not involving reporting to the police and/or police action) – 3-month suspension of SCTV studio usage

Major infraction (involving reporting to the police and/or police action) – 6-month suspension of TV studio usage.

Second offenses, either minor or major will result in permanent revocation of studio privileges.

PROGRAM CONTENT RULES

1. Presentation of the following material on community access channels is prohibited:
 - a. Any program or material that is commercial in nature.
 - b. Any material, which is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations or promises.
 - c. 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.
 - d. Libelous or slanderous material.
 - e. Material that is obscene according to local community standards or is otherwise illegal.
2. Regarding Fundraising Programs, the following is permitted:
 - a. Non-profit organizations that are members may produce one (1) fundraising program per year.
 - b. The format of that program may be either a live auction or a live telethon.

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 SCTV submission form must be turned in with completed program. Scheduling and cablecast times will be determined by programming staff and the Scituate Community Television Committee (the Scituate Cable Board). If producers have special time requirements or requests they should be noted on the submission form.
 - b. If scheduling and staff time allows, a program may be broadcast for 14 days repeated during the weekly period, for a total of six to eight times per month. After one month a program can be resubmitted for consideration regarding further broadcasting.
 - c. Users may produce a Single Program or Series.
 - d. Each individual program produced and each series produced should have on file at SCTV a Producer Agreement and Indemnification (official SCTV Program Submission form) in which the producer is solely responsible for program content and holds SCTV (and its officers, directors, employees and agents) harmless from liability or legal fees and expenses incurred as a result of cable casting.
2. Series Scheduling
 - a. Regularly scheduled "series" time slots will be allocated at the discretion of staff provided ample time remains available for other community programming requests.

- b. "Series" will be allocated a maximum of thirteen programs, after which reapplication may be required if a series producer fails to produce new original programming for more than two consecutive weeks or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.
- c. A series may be weekly, bi-weekly or monthly.

CABLECAST STANDARDS

Cablecasting Requirements

- 1. **Label & End of DVD**
Before cablecasting all DVD's must be clearly labeled with the following information:
 - a) Title of program.
 - b) Segment name and exact TRT (total running time) in minutes and seconds on face label.
 - c) Maximum of three half hour programs on each DVD/video file.
 - d) Appropriate credits at end of DVD programming.

Please note: All DVD's and video files scheduled for cable casting on SCTV must meet certain minimum requirements. All video files must be of such a quality that the programming meets contemporary digital standards.

ACCESS RULES

- 1. SCTV studio and equipment is available to members on a first-come, first-serve basis. Any person, group, organization or institution in the town of Scituate is eligible.
- 2. Anyone using SCTV must be oriented to the philosophy of access, SCTV Access Rules and Operating Procedures and producer's contracts. Anyone using access equipment must be certified to operate that level of equipment or facility.
- 3. Programs produced with access equipment and facilities may be cablecast on the access channel.
- 4. Anyone who produces programming using SCTV access facilities and equipment retains ownership of the copyrights to that program. SCTV does not provide DVD's or program dubs.
- 5. SCTV's Community Bulletin Board is to be used by not-for-profit and community groups to publicize activities and events. Event and activity prices will not be included in Bulletin Board notices (other than noting the program, event, performance is free).
- 6. Users of SCTV's facilities and/or equipment should only identify themselves as public access community producers, not necessarily as employees or staff of SCTV or Comcast.

ON SITE BEHAVIOR

- 1) No possession or use of any illegal substances and/or weapons.

- 2) No one will be allowed to operate equipment or spend time in SCTV facilities while using or appearing to be under the influence of alcohol or drugs.
- 3) Abusive language and/or actions will not be permitted in the access facility, or by telephone, mail or email. Scituate citizens, staff and guests are expected to treat each other with dignity and respect.
- 4) Scituate citizens and SHS students will not be allowed to loiter in the access facility. Personal business and phone use should be kept to a minimum.
- 5) Scituate citizens using SCTV are responsible for supervision of guests and children during productions or edit time. Children should not be left unattended in the access center.
- 6) Pets and non-working animals are not allowed in the public areas of the access center. These areas include the control room and all studio space.
- 7) Violation of these rules will result in immediate expulsion from the access facility and property and will result in the following actions by the Station Manager:
 1. Minor infraction (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 (involving reporting to the police and/or police action) – 6-month suspension of membership.
 3. Second offenses, either minor or major will result in permanent revocation of studio privileges.

Contact Information:

John Roser
SCTV Executive Director
sctv@town.scituate.ma.us
781-545-8750 Ext 104

<http://www.town.scituate.ma.us/sctv/index.html>