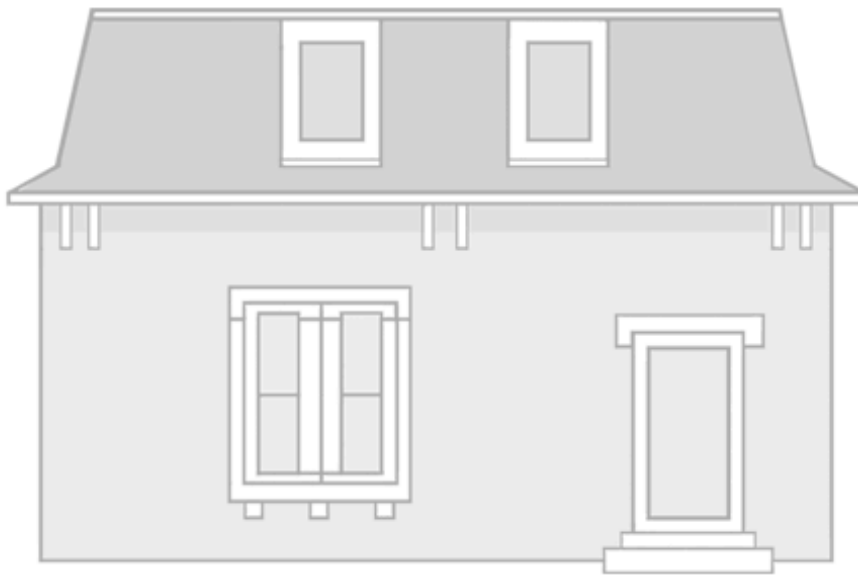


Somerset Access Television Programming and Operating Procedures



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I. INTRODUCTION

Somerset Access Television, Inc. Vision Statement:

SATV provides the community of Somerset with a wonderful opportunity for volunteers by providing public, education, and government access facilities and equipment. SATV provides channel time, production equipment, training, and technical assistance free of charge to residents for the production and presentation of noncommercial programs. Our main goal is to provide the resources to produce programming for the PEG Access Channels.

Access users can include the town's inhabitants and employees, representatives of businesses, or members, of non-profit organizations and municipal agencies that serve the town. Any resident may request channel time for the presentation of a program. In order to use production equipment to produce a program, a user must receive training and certification in its use and demonstrate adequate knowledge of the equipment by SATV's staff.

SATV's staff will provide training in the use of equipment and customary studio and field production, editing, and post production, along with technical assistance in program production. SATV's staff is not available to serve as a production crew to make programs or cover events for volunteer producers.

Our goal is to provide the learning resources and tools to volunteer access users in order for them to produce programming for the Public Access Channels. Locally produced programming accepted may include programs produced in Somerset and the Greater Fall River Area. SATV is also interested in programs of local interest to the region.

The **Programming and Operating Procedures** defined in this manual provide standards necessary to ensure effective and objective utilization of access capabilities, and compatibility with the cable system's technical requirements and operational procedures.

SATV reserves the right to review all definitions and policies contained in this Programming and Operating Procedures Manual and have the discretion to make changes as it deemed necessary.

II. DEFINITION OF TERMS

Access Channels - Channels set aside by the cable operator for use by the public, educational institutions, municipal government, on a nondiscriminatory basis.

Access User - Any qualified individual who is a resident, or employee, representative of a business, (or member), of a non-profit organization, or of a municipal agency that serves the town. He must qualify by successfully completing training and sign the Access User Agreement. Then he may schedule equipment, facilities and/or channel time.

Access User (Organization) – Any organization, business, or municipal agency that is located in, or serves the town. The organization can schedule equipment and facility use and or channel time in the name of the organization. Organizational Access Users are subject to the same requirements for equipment, facility and channel scheduling that apply for individual access users. Organizational Access Users can designate support personnel for the use of equipment and program production. Individuals so designated shall meet the qualifying requirements that apply for individual access users.

Advertising - Calling public attention to one's product, service, need, etc. for profit-making purposes. SATV does not allow advertising on its station, however a business may sponsor a program or the station and receive sponsorship recognition on the station and or it's website.

Bicycled Program - A program that is not produced in the town, rather, it is pre-produced and pre-recorded material that is shipped, brought or downloaded to operators for PEG Access use.

Candidate, legally qualified for office - Any person who has publicly announced candidacy by formal declaration and meets the legal qualifications for office, and these conditions:

For all offices other than U.S. President and Vice President:

- **If running for nomination in a primary election:** (a) qualifies for a place on the primary ballot, or (b) has publicly committed to a write-in campaign, is eligible for write-in, and is making "substantial showing" of candidacy.
- **If running for nomination through convention or caucus:** (a) start of convention is less than 90 days away and (b) candidate is making a "substantial showing" of candidacy.
- **If seeking election to office:** (a) has qualified for a place on the ballot or (b) has publicly committed to write-in campaign, is eligible for write-in, and is making "substantial showing" of candidacy.

For office of U.S. President and Vice President:

- **If running for nomination by any means:** (a) has qualified for the primary or presidential ballot; or (b) has made a "substantial showing" of bona fide candidacy.
- **If seeking election to office:** (a) has qualified for a place on the ballot; or (b) has publicly committed to a write-in campaign, is eligible for write-in, is making "substantial showing" of write-in, and is making a "substantial showing" of candidacy.

Copyright - The exclusive right to the material contained in a program. The right covers reproduction, publishing, and broadcasting of information.

Crew - Access Users working with the producer and/or Access User to assist in the production of programming. SATV understands it may be difficult for resident producers to find adequate crew from within the town. Crew members that are non-residents must fulfill all the requirements of SATV's PEG access programming operating procedures, including signing the Access User Agreement, but excluding the residency requirement, under conditions set forth and approved by SATV.

Educational Access - Channel time reserved for non-commercial educational access programming. The Educational Access Channel is available to the Somerset School District as well as the Somerset Berkley School District.

Federal Communications Commission (FCC) -- The U.S. governmental agency established to regulate electronic communications.

Franchise -- Contractual agreement between a cable operator and a governmental body that defines the rights and responsibilities of each in the construction and operation of a cable system within a specified geographical area.

Government Access -- Channel time reserved for broadcasting of primarily governmental content whether in programs or government messages.

Hardware -- Equipment involved in the production, storage, distribution, or reception of electronic signals.

Headend -- Electronic control center of the cable system. This is the site of the receiving antenna and the signal processing equipment necessary for the receipt and processing or programming data for distribution within the cable system.

Issuing Authority -- Governmental body responsible for specifying the terms of a franchise, awarding the franchise, and regulating its operation. While the franchising authority is usually a local city or county body, some areas are regulated exclusively on the state level.

Libel -- A written statement that conveys an unjust characterization.

Local Origination -- Cable programming entirely planned and produced by SATV staff and/or a pre-produced programming that is shown on a channel controlled by SATV.

Public Access Programming -- Programming in which program planning and production is carried out by the SATV staff. There may be volunteer input on ideas and involvement in the production, but editorial control and responsibility rests with SATV.

Municipal Transport System – A separate network that provides data, voice and video interconnection between selected sites, primarily public buildings.

Obscene Material -- Material that fits the legal definition of obscene / indecent material under local and state laws.

Operations Manager- The SATV Employee who manages the day to day operations and trains and provides supervision in the use of the SATV studio and equipment.

PEG -- Refers to "public, educational, and governmental" access channels; i.e. PEG channel(s).

Producer -- An access or organizational user that is responsible for the production of a PEG Access cable program. The producer is SATV's main contact for a program. While a program may involve many Access Users working on the same production, the producer agrees to be personally and financially responsible for all liabilities arising from safety and other violations of SATV's PEG access programming operating procedures by themselves or any members of the production crew. (In the case of a minor, his parent or guardian assumes all responsibility for program content and other liability outlined in SATV's PEG access programming operating procedures and the Access User Agreement).

Programming -- the news, entertainment, information resources, and educational presentations carried on a cable system or broadcast by a radio or television station. Such programming can originate at the local, PEG Access, regional, or national level.

Public Access -- That channel time, available on a first-come, first-served, nondiscriminatory basis, specifically for noncommercial access programming by residents or local non-profit organizations.

Public Access Programming -- Programming produced by volunteers or SATV staff, using SATV's facilities and equipment. When an access user brings in a program for airing, it is also considered public access. In both these instances, SATV, by federal law, may not edit or control the content. This programming must be non-commercial.

Regional Programming – Programming produced outside of Somerset but which has a local or regional interest.

Slander -- A false oral statement that is meant to defame a person's character.

Staff -- Those employed by SATV.

Subscriber -- Customer paying a monthly fee to cable system operators for the capability of receiving diverse programs and services.

Training - Evidence of proper training is the ability to complete a task without staff assistance. The requirements for completing training are defined by the SATV staff and the Board of Directors as applicable to the program under production.

Volunteer – Individuals who volunteer their services for assisting in the production of programming.

III. PROGRAM SCHEDULING & BROADCASTING

Channel and facility times are provided on a first-come, first-serve, nondiscriminatory basis to any eligible Access User filing a request, in accordance with the operating rules. It should be understood, however, that since this is a shared resource, specific channel time and equipment use requests are not always guaranteed.

A. Scheduling Channel Time

1. Requests for channel time shall be processed on a fair and equitable, non-discriminatory basis, subject to the availability of broadcasting equipment and channel time.
2. Channel time scheduling requests must be submitted at least 2 weeks prior to the desired broadcast date. At the discretion of the staff, and if the desired time slot is available, the two-week submission rule may be waived to allow the timely broadcasting of newsworthy events. Regularly scheduled weekly programs must be received 24 hours in advance.
3. Access Users (Individual or Organizational) must sign a Broadcast Request form before any program is broadcast. Approval by the Station Operations Manager is required.
4. If scheduling and equipment allows, a recorded program may be repeated any time during any weekly period, for a total of two (2) broadcasts. Weekly regularly scheduled programs are played back two times within a given week. Weekly, regularly scheduled programs have priority over specials in slot scheduling. The SATV staff may grant more than two air dates when considered appropriate.
5. SATV reserves the right to use designated access channels for other purposes, where time on the designated channels has not been scheduled for designated access purposes in accordance with SATV's PEG access programming operating procedures. SATV, under special circumstances, reserves the right to pre-empt regularly scheduled programs.

6. Requests for consistent time slots: Program series will be allocated at the discretion of the staff, provided ample time remains available for other programming requests and if the following conditions are met:
 - a. PEG Access User(s) produce the material.
 - b. Titles and descriptions of programs are submitted to the SATV staff at least two (2) weeks in advance of the scheduled time.
 - c. Access Users has new material on a consistent basis.
 - d. A crew is available and certified.
 - e. The group has been consistent in providing programs on a regular basis and two edited versions of the program are available to schedule the program in a regular time slot.
 - f. If a series access user regularly fails to have the program ready for scheduled broadcast including having program at broadcast quality standards, the staff may, at its discretion, assign the time slot to other Access Users.
 - g. A series time slot will be allocated for new series only if:
 1. Access User has completed two recorded programs prior to application, or
 2. Access User has successfully produced two live on tape programs in the proposed series.
7. Except for live and series programming, channel time will generally not be scheduled until a program is complete and all the information pertaining to the program is supplied to the staff for scheduling.

B. Scheduling Conflicts

1. Facility use for duplication, practice, or any other personal purposes shall have the lowest priority and may be bumped from a requested time slot if facilities are needed for programming.
2. If none of the above applies, staff may resolve the conflict at its discretion.

C. Broadcasting Procedures for Programs

1. Access Users must obtain in writing, and produce upon request, all the necessary approvals, clearances, licenses, etc. in order to broadcast any program material that includes, but is 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 broadcast the program material. Failure to provide proof of the necessary clearances, rights, licenses, etc. will result in the suspension of the particular program, series, or episode in question until such proof is produced. (See information on use of copyrighted material).
2. Labels – Before broadcast, all programs must be clearly labeled with the following information on the dvd:
 - a. Title of program
 - b. Producer's name & phone number
 - c. Length of Program
3. Leader and Disclaimers – If the program contains controversial material, SATV asks that the disclaimer be placed prior to the opening of the program.
4. The end of a broadcast program must include the following, in this order:
 - a. Appropriate production credits
 - b. Fade to black.
5. DVD's owned by the Access User must be picked up within ten days of the last broadcast. After sixty (60) days, SATV assumes no responsibility.
6. Programs scheduled for broadcasting must be brought to the staff at least seventy-two (72) hours prior to the scheduled broadcast, unless otherwise arranged with staff.

D. Technical Standards

1. Programming must meet minimum quality standards for broadcast. SATV reserves the right to pre-screen programs. If programming does not meet minimum technical standards and/or does not comply with

FCC regulations and the law, SATV will refuse the request for playback.

2. All programs supplied for broadcast must be in the following formats: DVD or MPEG2(Program or Elementary Stream). SATV has the right to upgrade the playback system at any time.
3. Programs must be of such quality that a processing amplifier used by the channel will accept the signal. If the amplifier will not accept the signal and the resulting picture is unstable, the program may be rejected.
4. Audio quality of all programs will be constant and of sufficient level to permit adequate reproduction on SATV's transmission equipment (FCC Regulation is -6db).

If staff notices an abnormal number of production problems with a program (i.e. poor audio or video), an Access User may be asked to re-edit the program.

E. Credits/Disclaimers/Labeling of Sensitive Material

1. SATV reserves the right to include the following notice before and/or after a program: **“The views expressed on the following [or “preceding”] program are those of the individual producer and do not necessarily reflect those of SATV, it’s staff, Board of Directors or Sponsors/Underwriters.”**
2. If requested by SATV the following credit shall be added: **“The preceding program was made possible in association with the television facilities at SATV.”**
3. If SATV makes a good-faith determination that the subject material in a program may offend some viewers and/or may not be appropriate for children, SATV may require that the following announcement be added to the beginning of the program: **“The following program may contain sensitive material. Viewer discretion is advised.”** SATV reserves the right to run potentially offensive programming at later time periods. Failure to notify SATV of potentially offensive material prior to a program or episode airing may result in loss of privileges.

F. Grants, Underwriting and Sponsorship

1. Underwriting for programs must be for goods and services or in-kind contributions that aid in developing and improving the program. Credit for underwriting will be similar to the following: **“Goods and services**

used in the production of this program were sponsored by [company name].” Credits will be shown before and after the program and can be displayed at periodic intervals during the program. Such programs must still include SATV’s credit (See above).

2. SATV must be notified that a program will be underwritten at the time the program proposal is submitted.
3. Any individual or group submitting a proposal for grant funding for a project which involves the use of SATV’s facilities must have obtained prior written approval from SATV’s staff.

G. Personal Profit/Commercial Use

Individuals, non-profit organizations, or any other Access Users may not use all or any part of the program for personal profit or gain without the express written permission of SATV. SATV may require that a producer share such profits in order to compensate for the facilities, equipment, recording supplies, and staff time that were provided to the producer. Access Users found to be using the facilities or equipment for personal profit without prior permission will be subject to loss of privileges.

Reimbursements for profit making programs are as follows:

- a. Negotiating a percent of sales or net income; or
- b. Charging an hourly fee for the actual value of the equipment and facility time; or
- c. Trading services, i.e. a media artist working under a grant trades teaching specialized video production classes in return for using the facility.

H. Bicycled Programs (Including Downloaded material)

A program that is not produced in the town, rather, it is pre-produced and pre-recorded material that is shipped or brought to operators for PEG Access use. Bicycled programs must be strictly non-commercial in nature, technical and production quality must be high. Locally produced programs will receive priority scheduling.

1. Any public, non-profit organization, or state agency can bicycle programs with only one representative as the sponsor. The non-profit organization does not have to be based in the town but the

representative must be able to furnish proof of its non-profit status and that it does serve that town, i.e. one representative must be a resident of the town who will sign an Access User Agreement.

IV. USE OF FACILITIES AND EQUIPMENT

SATV's channels and facilities are a medium for expression and free speech. No individual will be denied the use of the facilities on the basis of race, sex, age, physical disability, religion, or political belief. It is hoped that PEG Access residents, non-profit organizations, and institutions will utilize this resource as a means to produce a wide variety of programs.

A. Eligibility to Use Production Equipment and Facilities

1. Availability -- Equipment and facilities are available to residents of the town, representatives or employees of businesses, and non-profit organizations and agencies that serve the town on a first-come, first-served, and nondiscriminatory basis. Non-residents formally enrolled in a student internship program at SATV may use the equipment and facilities.
2. Minors -- Eligible persons who are minors must have written permission from their parent or guardian to use SATV's facilities. The parent or guardian must sign the Access User Agreement, accepting responsibility for scheduled production equipment and/or program material if the minor is the producer of a program. A responsible adult shall execute the necessary assurances that authorization has been obtained concerning the use of any equipment by a minor and/or appearance of any minors on a broadcast program. Such adults shall be responsible for liability resulting from the use of equipment or an appearance by a minor. Minors must always be accompanied by a parent, guardian, teacher or advisor, when present in SATV's studio. Under no circumstances should a minor be left alone with an SATV employee or board member.
3. Access Users must have successfully completed the applicable SATV workshop or demonstrate, on a standardized equipment use test, the basic operation of the requested video equipment. If the Access User has not used the equipment or facilities for more than one year, re-certification may be required.
4. Access Users must sign an Access User Agreement before using the facilities. This document certifies that the Access User has read, understands, and will abide by the operating rules, and agrees to be

solely responsible for the content of any programs produced or scheduled for broadcast if they are the producer of record.

B. General Facility Policies – SATV is pleased to provide facilities, equipment, and channel time for television productions. In return, we ask that Access Users obey all of the franchise requirements and SATV’s PEG access programming operating procedures regarding channel and facility use.

1. No smoking, food, or beverages are allowed in the control room or studio area, or mobile studio, at any time.
2. Anyone found to be under the influence of alcohol or drugs, or carrying a weapon of any kind, will be removed from the premises. This will result in the loss of privileges.
3. Abide by safety guidelines. See Section C below.
4. There will be no use of phones, computers or other office equipment, unless granted permission by SATV staff.
5. Access Users are responsible for loss or damage to facilities and equipment due to negligence or abuse.
6. Access Users of SATV’s equipment, or studio and post-production facilities, will not change wiring, patch bays, 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 Access User. A loss of privileges will result from such equipment abuse. Access Users of SATV’s equipment should report any defects or problems to the staff.
7. Access Users that are found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.
8. Staff may waive certain equipment and facility rules at their discretion.

C. Volunteer Standards of Conduct for Facility

1. Safety First. Keep yourself safe, keep others safe, keep company property and equipment safe at all times. Endangering the safety of oneself, others, or company property will not be tolerated.

2. Appropriate, professional, and respectful behavior is expected at all times. Violent behavior will not be tolerated. This includes threatening or intimidating language, any form of physical assault such as striking or manhandling another person, or fighting. Weapons, or any objects resembling weapons, are prohibited while on or in SATV's facilities.
3. Respect. Behavior that could be construed as threatening or harassing (including sexual harassment) toward fellow volunteers, customers, vendors, or employees will not be tolerated. Any threatening or sexual harassment will result in loss of access user privileges permanently.
4. Honesty and accuracy. Dishonesty with employees or falsifying records or any other access-related documents will not be tolerated.
5. Be courteous and polite to others, including employees, other volunteers, and guests of the facility.
6. Drug-free environment. Carrying and/or being under the influence of drugs or alcohol at any time while on SATV's property, or while using SATV's Access equipment, is prohibited.
7. Smoking is permitted only in designated outdoor areas.
8. SATV safety policies preclude cooking of any kind.
9. Company property and facilities are accessible only with proper authorization. This includes, but is not limited to, company e-mail, vehicles, and production and editing equipment.
10. Respect for, and appropriate use of, company property and equipment, including vehicles, and production and editing equipment is required.
11. Privileges may be lost for engaging in any other conduct that SATV deems unacceptable.

D. General Rules for Equipment Use

Public, educational, government access programming is created by volunteers and depends on the participation of many active, trained volunteers who use video communication tools in order to independently reflect their ideas. Staff will train volunteers but SATV's staff is not responsible for the actual production work. The organization requesting event coverage or training, must be responsible to generate the volunteers

within their organization. Non-profit organizations and municipal agencies planning to do programs on a regular basis are encouraged to designate a television production committee or production support personnel, which SATV will then train. Training for the production of programming will be provided on a first-come, first-serve, nondiscriminatory basis in accordance with the SATV's PEG access programming operating procedures.

1. Access Users must be properly certified and have completed all required planning and equipment forms approved by the staff before the equipment or facilities will be scheduled.
2. Access Users should only identify themselves as Access Users, not as employees or staff of SATV, Inc.
3. Reservations for equipment or facility use may be made up to one month in advance and should be made at least one week in advance. Confirmation of facility and equipment reservations, forty-eight (48) hours in advance, is strongly recommended. Reservations can be made with staff: in person, by phone or email.
4. Cancellation of equipment or facility reservations should be made at least twenty-four (24) hours in advance, except in the case of emergencies. Repeated last minute cancellations may result in loss of privileges.
5. Additional materials for productions, beyond those supplied by SATV (i.e. sets, graphics, SD cards, other materials, etc.), must be supplied by the Access User and must be removed after the production unless otherwise clarified by SATV's staff.
6. The Access Users are responsible to purchase their own SD Cards. The master program belongs to the Access User. SATV may require the Access User to purchase a specific brand or reimburse SATV for the cost of the replacement.
7. Files/DVD's stored by SATV will be held at the studio for a maximum of thirty (30) working days. After that time, if previous arrangements have not been made, the Access User should either:
 - a. arrange to pick up files/dvds that have already aired
 - b. schedule post-production sessions to edit raw footage

E. Portable/Field Equipment

1. Access Users holding equipment reservations must follow these check-out and check-in procedures:

Check-out:

- a. Sign all required forms and equipment checklists.
- b. Determine if equipment is in working order.

Check-in:

- a. Equipment must be returned on time.
 - b. Any problems with equipment or damage must be noted on the equipment checklist and brought to staff attention.
2. Equipment must be picked up and returned during staff hours. Pickups and returns must be made at least 30 minutes before the facility closes.
 3. Failure to return equipment when due may result in suspension of Access User privileges and/or a late charge of \$25.00 per day.
 4. Equipment may be borrowed for a maximum of forty-eight (48) hours during the week and seventy-two (72) hours over the weekend. Longer loan periods must be requested at the time the reservation is made and will be honored at the discretion of **staff**.
 5. **Access Users** with portable equipment already checked out will not be allowed to check out additional equipment, unless special arrangements are made with **staff**.
 6. Only in special cases, and with **staff** permission, can **Access Users** take equipment outside of the towns being served by SATV.

F. Editing and Post Production

Requests to use the editing equipment for titles, special effects, etc. shall be made at least forty-eight (48) hours in advance and will be subject to the discretion of staff. Evening/Weekend hours can be scheduled by appointment. SATV's staff needs at least a two week notice to accommodate evening or weekend appointments due to schedule changes. The facilities are scheduled on a first come first serve basis.

G. Studio Facilities

Studio productions need a crew, talent, set, props, etc. A crew sign-up sheet will be available to solicit other volunteers but it is the responsibility of the producer to enlist enough trained volunteers to make the production possible.

1. A minimum of one (2) week notification is required for scheduling a studio production.
2. Access 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. It is generally good practice to allow for set-up and clean-up of the studio, at least one hour before, and after, the time needed to tape the actual show. Also, remember to leave time before or during the scheduled studio time to brief the crew and talent on the planned production.
3. Scheduled studio productions will be cancelled if the production crew does not show up within thirty (30) minutes after the start of the scheduled facility time.

H. Program Planning Proposal

SATV may require new producers to provide a Program Planning Proposal prior to scheduling studio and editing time. A planning proposal describes the program idea, lists the target audience, outlines production needs, and selects the appropriate production format, facilities and equipment needed to complete a program. A Program Planning Proposal also determines the production responsibilities and copyright ownership. This may be created in a few paragraphs along with a crew list provided by the producer.

V. PROGRAM CONTENT

- A. Access Users of television channels and program producers are fully responsible for the content of all program material and have the following **program rights and privileges**:
 1. Ownership of rights to all original material.
 2. To request that program master DVD's held by SATV be discontinued from broadcast in the event that program information becomes outdated or obsolete.
 3. To play or distribute the DVD, for nonprofit purposes only, provided SATV is given graphic credit within the videotape at each broadcast date.

4. DVD's for making duplicates (dubs) of program masters, or any other tapes, must be provided by the individual or organization making the dub.
5. SATV is not in the business to dub programs. Dubbing creates unnecessary wear and tear on the equipment. It also ties up the equipment instead of making it available for production. SATV **strongly suggests** that viewers record directly off their cable television.
6. Duplication services may be purchased from SATV at a low cost to the Access User.

Access Users are permitted one free dub of their completed, ready for telecast program provided they furnish a blank DVD. This policy does not apply to raw, unedited, or work print footage. Access Users may also make copies without charge for the purpose of using their program as a bicycled program at other facilities.

B. The following material is prohibited:

1. A judicial determination that material is obscene and indecent. This type of programming is not permitted on cable television by federal law.
2. A judicial determination that material constitutes libel, slander, invasion of privacy or publicity rights, or which might violate any other local, state or federal law.
3. Programs containing material that violates copyright or trademarks. Use of such material generally requires obtaining appropriate rights from music licensing organizations, publishers, representatives, copyright holders, broadcast stations, networks and any other persons as may be necessary for broadcast. Access Users may be asked to furnish written authorization for use of such materials.
4. Program material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement, functions or services; the deprivation of any person by threat, threat of force or physical action through the exercise of

a legal right, or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance.

5. The direct or indirect presentation of lotteries or lottery information, except for announcements pertaining to state-sponsored lotteries.
6. Any material that is commercial in nature.
7. Any material produced for the purpose supporting a particular candidate for public office.
8. Any material that is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations, or promises.
9. By law, SATV may not exercise any editorial control over Public, Educational, or Governmental uses of access channels.

C. SATV Program Rights

As SATV has provided materials, facilities, and staff support for the production of programs, SATV has the following rights:

1. To retain the edited master of the program for its DVD library if requested.
2. To broadcast the program as often as is deemed appropriate and on any of its affiliated cable systems.
3. SATV should be notified of any subsequent use of any program produced and broadcast with television facilities if the producer received any profit or remuneration.
4. SATV must be reimbursed for equipment rental at fair market value or 50% profit whichever is smaller. This is not a rental agreement.
5. SATV will own programs produced by SATV's staff. When SATV staff produces a program, with the assistance of volunteer or staff crew, it is considered to be Local Origination Programming and copyright ownership is held entirely by SATV.

D. FCC Regulations Regarding Political and Issue-Oriented Programs

SATV will abide by the Equal Opportunities Rule and the Fairness Doctrine. Most FCC regulations applying to political candidates and issues do not apply to public access. The two best known rules are the Equal Opportunity or "Equal Time" Rule, which applies to political candidates and the Fairness Doctrine (no longer in force for broadcast stations), which stated that broadcast programmers must give time, not necessarily equal, to diverse sides of controversial issues of public importance. The FCC "Personal Attack" rule also does not apply to public access.

1. Political Candidates and Access

Although FCC regulations concerning equal time for political candidates do not apply to public access programming, access corporations and Access Users can avoid any appearance of favoritism if they abide by the Equal Opportunity rules.

2. Coverage of Public Affairs Issues and Access

Public Access Users are under no legal obligation to show any viewpoint other than their own. Residents with diverse viewpoints are encouraged to use public access to express those ideas.

VI. GRIEVANCES/PUBLIC RECORD

A. Grievances -- Any grievance regarding the assignment of workshop space, channel time allocation, equipment and studio use, or any other matter regarding SATV facilities should first be discussed with the Station Manager. If that does not provide an acceptable solution, a grievance may be filed in writing with the Board of Directors.

B. Public Record – SATV maintains a complete public record of all persons, groups, or organizations requesting use of the political, EEO, and children's files. The file shall be made available to the public for inspection during staff hours. All records will be kept a minimum of two years. Copies of all public file documents are available for copying upon request. However, the requesting party must pay the copying costs and the copying may be done at the location specified by SATV within seven (7) days of the request. Persons requesting inspection of the public file shall identify themselves by name and address, in writing. Persons inspecting the public file may not remove any records from the premises. Although

all documents pertaining to use must be kept on file, Access User identity can be kept anonymous upon written request.

1. **Political Files** – SATV keeps a political file containing a record of:
 - a. All requests for broadcast time by candidates for public office.
 - b. The disposition of the request.
 - c. If an organization pays or furnishes political advertising materials, or materials, which discuss controversial issues of public importance, SATV will keep a record of the chief executive officer, or members of the executive committee, or board of directors of the sponsoring organization.

2. **Individual Sponsorship File**

FCC rules require sponsorship identification of broadcast material paid or bartered for by any business enterprise. The rule is waived for individual "want ads" or classified ads. Whenever this exemption is used, a list of the names, addresses, and telephone numbers of sponsors of want ads or classified advertising must be retained.

3. **Children's Programming File**

Cable operators should obtain quarterly certifications of compliance of the Children's Television Act from cable networks. Cable operators will not be responsible for compliance on either the broadcast signals they passively carry or on PEG Access channels; however, cable operators engaged in the local origination of children's programs must follow the requirements applicable to broadcasters. Records verifying compliance will be retained for a period of one year.

VII. BULLETIN BOARD ANNOUNCEMENTS

- A. **Eligibility**

A bulletin board service is available, free of charge, to non-profit organizations and government agencies providing public service announcements and/or event information to the town and is broadcast on channel 9 or 15 depending upon the announcement.

- B. **Procedures**

1. To place a message on the bulletin board, you may email your information to studio@somersetaccessstv.org or fill out our online bulletin board request on our website at somersetaccessstv.org
2. Message request should be submitted one (1) week prior to the desired starting date.
3. General messages that do not pertain to a specific event will be shown for 6 months and need to be resubmitted to continue on the bulletin board.
4. All other rules regarding limitations on content for programming apply to bulletin board announcements.
5. Emergency or Government Messages are given priority on the Government Access Channel.

VIII. Educational Access

The Somerset Berkley and Somerset School Departments have a channel to utilize for programming related to the schools or educational programming for the benefit of the student body. All programming is scheduled by SATV staff on the educational channel.