

# Policies for Using West Branch Community Access Television

## SECURITY

- The access facility must remain locked.
- Librarian will allow entry during library hours only to qualified users.
- All people using the facility must **sign-in** and record date, time and purpose for entry.
- Keys to the access facility are granted to volunteers on recommendation of the Director and the approval of the West Branch Cable Television Commission.

## ACCESS

- Equipment and tapes are to be used for community access programs only.
- All videotapes purchased for the access facility remain the property of Channel 5.
- Portable equipment, such as cameras, microphones, tripods, etc. can be checked out to qualified users.
- Qualified users have been trained in the proper use of the equipment and have filled out a **project form**. If under 18-years old, a parent or guardian must also sign the form.
- Studio equipment, such as cameras, computers, editing system can be reserved by qualified users for facility use only.
- The time and date of all equipment leaving the facility must be recorded on the **equipment checkout sheet**.

## PROGRAMMING

- Program content and liability are the sole responsibility of the community producer.
- A community producer is that person who produces or sponsors a program for use on the access channel.
- All community producers must fill out and sign a **videotape program form** before a program can be played on the access channel. If the producer is under 18-years old, a parent or guardian must also sign the form.
- All programs produced for the access channel must have a 10-second disclaimer prior to the start of the program stating: West Branch Community Access Television is not responsible for the content of this program.
- All programs produced for the access channel must have a 10-second statement at the end of the program identifying the producer of the program and how to contact them.
- It is the responsibility of program producers to play their own program.
- All programs must play when scheduled and be removed from the playback machine promptly.
- Inappropriate use of the access channel, as deemed by the Director of the West Branch Community Access Television Facility, will result in suspension of programming privileges.

## FAIRNESS

- Failure to abide by the policies set forth can result in access privileges being revoked.
- Complaints regarding fair use and revoked privileges can be brought before the West Branch Cable Television Commission.
- All live cablecast programs must have prior approval of the West Branch Cable Television Commission.
- Access facility privileges are based on skill level and demonstrated access television volunteer service.