

GCAM MEMBER HANDBOOK

www.GRANBYMEDIA.COM

413 - 467 - 1180

Granby Community Access and Media, Inc. is Granby's Public Access Television Station provided for by the current cable license. GCAM is an independent, non-profit organization, governed by a volunteer Board of Directors, run by a small staff, and available for use by citizens, employees, and institutions within the community of Granby, MA.

1. MISSION STATEMENT

GCAM's mission is to facilitate community communication through cable television and the internet. Our goal is to help our members engage with the community and realize their creative potential by sharing and/or creating non-commercial programming. We are committed to fostering a welcoming, empowering, and non-discriminatory environment while providing the community with access to the educational, equipment, and facility resources needed for the purpose of creating and sharing media.

2. ELIGIBILITY FOR MEMBERSHIP

Membership to GCAM is available to all residents of Granby, and employees of Granby-based businesses and organizations located within the town of Granby, Massachusetts.

3. MEMBERSHIP PRIVILEGES

Benefits of GCAM membership may include voting privileges at the GCAM Annual Meeting; the use of GCAM production equipment and facilities; access to media based training, and access to cablecasting on our cable channels and/or through our website.

Proof of residency, proof of employment, and/or proof of organization affiliation within the town of Granby may be required prior to the approval of a GCAM Membership Application.

GCAM reserves the right to check on the residency, employment, and/or organization affiliation status of a potential member or member at any time.

Note: A parent or guardian must co-sign the membership application for members under the age of 18. Members under the age of 18 are not eligible to vote at GCAM Annual Meetings.

4. GCAM ACCESS STATION RULES & REGULATIONS

Violation of GCAM Access Station Rules & Regulations will result in a verbal or written warning. Any warning may be noted on a member's record. Some violations may result in immediate expulsion from the access facility, immediate suspension or loss of membership, and/or criminal prosecution.

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- 4.1** Members in good standing are entitled to the use of GCAM production equipment, facilities, and distribution resources for the purpose of promoting inter and intra-community communication, and for the production of community-based and community-created programming. *Good standing means there are no major reports of equipment, facility, or channel time abuse noted on the member's record.*
- 4.2** All members wishing to utilize GCAM equipment and facilities must be given training on the use of GCAM's equipment, facilities, and the philosophy of access.
- 4.3** Video and television production projects created utilizing GCAM production equipment and facilities must be made available to air on a GCAM channel or via the website.
- 4.4** All programs airing on a GCAM channel or on the GCAM website must adhere to Cablecast Rules and Regulations (See Section 5), and are subject to GCAM Staff approval before being placed in the schedule or on the website.
- 4.5** GCAM equipment and facilities shall only be used for non-commercial purposes.
- *Equipment check-in, check-out times, and facility-based production usage must be planned and executed according to posted hours and staff availability.*
 - *Checked-out equipment must be returned on the date and time due.*
 - *Any issues with equipment must be reported to staff immediately.*
 - *No smoking in GCAM facilities or around GCAM equipment.*
 - *No possession or use of any illegal substances and/or weapons in GCAM facilities.*
 - *No abusive language and/or actions will be permitted in the access facility.*
 - *Personal business should be kept to a minimum in the access facility.*
 - *Children should not be left unattended in the access facility.*
 - *Pets and non-working animals should not be brought into the access center.*
- 4.6** GCAM production equipment and facilities are available to members in good standing on a first-come, first-served basis.
- 4.7** Members who produce a program using GCAM equipment and/or facilities will retain ownership of the copyrights to said program, but give GCAM implied permission to keep a master copy, provide copies to others upon request for a fee to the access station, and cablecast the program on a GCAM channel at any time.

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- 4.8** Users of GCAM's equipment and/or facilities should identify themselves as public access members and not as employees of GCAM.
- 4.9** Members are responsible for the proper handling and safety of equipment in their keeping, as well as the acts of their crew, guests and invitees while on GCAM property.
- 4.10** GCAM's Community Bulletin Board may be used by municipal agencies, and not-for-profit community groups to publicize activities and events to the Granby, MA community. *See Cablecasting Rules & Regulations (Section 5, Rules #5.3, #5.8, #5.10 & #5.11) for more on Bulletin Board usage information.*
- 4.11** GCAM members and sponsors of programs or other cablecast material shall indemnify and hold harmless the GCAM Staff, GCAM Board of Directors, the Town of Granby and its elected and appointed officials, agents and servants against any claims, liability, legal fees and expenses arising out of any use of the material cablecast and arising out of any acts and omissions with respect to use of facilities and or equipment, or arising out of any breach of GCAM policies including, but not limited to, any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws, and unauthorized use of intellectual property. Agreement to the foregoing is made a condition for the use of GCAM equipment, facilities, channel time, and staff time.
- 4.12** GCAM Members who violate GCAM Access Station Rules, and/or Cablecasting Rules and Regulations (*See Section 5*) may have their membership privileges suspended, and/or revoked. Some violations may result in criminal prosecution. (*See Section 6 for violation recording procedures*)

5. CABLECASTING RULES AND REGULATIONS

Violation of Cablecasting Rules & Regulations will result in a verbal or written warning. Any warning may be noted on a member's record. Some violations may result in immediate expulsion from the access facility, immediate suspension or loss of membership, and/or criminal prosecution.

- 5.1** Producers and sponsors of material intended to be cablecast on GCAM must be familiar with and are fully responsible for the content of their program material.
- 5.2** Producers and/or sponsors of material to be cablecast must sign the *GCAM Producer / Sponsor Agreement Form* acknowledging legal responsibility for the content of the material.

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- 5.3** Submitters of material for cablecast on the GCAM bulletin boards may be requested to furnish a taxpayer ID number as proof of non-profit status before an announcement will be posted.
- 5.4** The content of material for distribution on a GCAM channel is solely the responsibility of the producer and/or sponsor. GCAM staff and Board of Directors will not be liable for the content of programs or other cablecast material for which GCAM does not have direct production control.
- 5.5** Members producing programs utilizing GCAM equipment and/or facilities must credit GCAM in the end credits, but GCAM **must not** be listed as the program producer.
- 5.6** Producers, sponsors, and submitters of material for cablecast are responsible for ensuring that programs or content which contain copyrighted material have proper release forms from the agencies, individuals or organizations that hold legal title to said materials, as well as persons appearing in the program material and their representatives as customary or necessary in connection with cablecasting.
- *Upon request, producers and/or sponsors must provide GCAM with copies of all the approvals, clearances, licenses, etc. necessary for authorization to cablecast the program material. Failure to provide the necessary clearances, rights, licenses, etc. upon request may result in the suspension of the particular program, series, or episode in question from being aired until such proof is provided.*
- 5.7** Any material submitted for cablecasting on the GCAM channels must meet certain minimum technical requirements. Video must be of broadcast quality with a signal that is recognized by GCAM equipment. If the signal is not recognized by GCAM equipment the material may be rejected for cablecast.
- 5.8** GCAM reserves the right to inform viewers of the producer, producing organization, local sponsor, or local submitter of any material cablecast on GCAM.
- 5.9** Producers and sponsors under the age of 18 must have a parent or guardian sign the appropriate forms acknowledging legal responsibility for the content of the material to be cablecast.
- 5.10** Producers may not create commercial programs or utilize commercial advertising within programs. *Programs may contain notice of underwriting support from a commercial sponsor so long as such notices are consistent with the style standards for notices of underwriting support as used by non-profit affiliates of the Public Broadcasting System (PBS). Visit ProgramUnderwritingPolicy@pbs.org or call 703-739-5291 for more information about PBS's Program Underwriting Policy.*

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Acknowledgement of underwriting funding sources such as grantors, businesses, etc. or those providing non-financial support must be placed at the end of the program credits. Charitable donations may be used for programming produced by an individual GCAM access member or sponsoring agency or agencies for use in a specific production. The access member (producer, sponsor, or organization) is accountable to disclose in writing, all funds received and expended for the specific production.

5.11 The following is **PROHIBITED** from cablecast on GCAM, subject to and in accordance with law:

- Any material that violates local, state or federal law, or FCC rules and regulations.
- Program material which would subject the producer, sponsor, or submitter to civil or criminal prosecution under any applicable local, state, or federal law for production or presentation that constitutes libel, slander, obscenity, incitement, invasion of privacy, violation of publicity rights, or false and misleading statements.
- Program material containing material that violate copyright, trademarks, service marks or other intellectual property rights. Use of such material generally requires obtaining appropriate rights from music licensing organizations, publishers, representatives, copyright, trademark, service mark and other intellectual property rights holders, cablecast stations, networks and any other persons as may be necessary for public showing. *GCAM producers, sponsors, or submitters may be asked to furnish written authorization for use of such materials within a program.*
- Program material that creates the immediate or imminent danger of damage to property or injury to persons; the substantial obstruction of law enforcement or functions or services; the harm 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.
- The direct or indirect presentation of lotteries or lottery information, except for announcements pertaining to state-sponsored lotteries and games of chance to the extent prohibited under Federal Communications Commission standards and applicable law.
- Programs and bulletin board announcements endorsing or promoting political candidates are prohibited.

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- Advertising of for-profit commercial services and direct or indirect solicitation of money, except for tax-exempt, charitable and not-for-profit organizations.

6. GCAM RULES & REGULATIONS VIOLATION RECORDING PROCEDURES

- A minor violation will result in a verbal warning and may be noted on the member's record.
- A major violation, and/or repeated minor violations noted on the member's record, will result in a written warning, will be noted on the member's record, and may result in a probationary period of suspended privileges and/or revocation of membership.
- Any violation that violates local, state, or federal law is subject to prosecution and will result in an immediate revocation of GCAM membership.

7. GRIEVANCES AND APPEALS

- Any grievance should be discussed with the GCAM Staff.
- Any grievance not resolved to a member's satisfaction by the GCAM Staff may be appealed to the GCAM Board of Directors by submitting his or her membership number, the grievance, and any offered resolutions to the grievance to the GCAM Board in writing. Grievance reports should be mailed to P.O. Box 379, Granby, MA 01033 c/o GCAM Board of Directors. Decisions of the GCAM Board of Directors are final.
- GCAM access members may appeal any loss of privileges or revocation of membership to the GCAM Board of Directors. The member must submit his or her membership number, reason for loss of privileges or revocation, and desire to appeal to the GCAM Board President in writing and appear before the board at a specified board meeting. Appeal requests should be mailed to P.O. Box 379, Granby, MA 01033 c/o GCAM Board President. Decisions of the GCAM Board of Directors are final.

THE GCAM HANDBOOK FOR MEMBERS IS SUBJECT TO CHANGE WITHOUT NOTICE.

GCAM BYLAWS ARE AVAILABLE UPON REQUEST