



***Hanover Community Television Rules
and Operating Procedures
www.hanovertctv.org***

STATEMENT OF PURPOSE

Hanover Community Television is an agency of the Town of Hanover governed by the Community Access and Media Committee (CAMC). Its mission is to help all Hanover Citizens and institutions realize their full potential through community communication, and to encourage and facilitate their fullest participation in communicating their message.

Hanover Community Television (HCTV) exists to give the public access to the communication medium of television. The public includes all individual who live, work or have tax payers status in Hanover, and to all organized groups with offices in Hanover. Hanover Community Television accepts various types of information and expression and welcomes a diversity of views.

ACCESS RULES

1. HCTV facilities and equipment are available to eligible individuals or groups on a first come, first served basis. Any person, group, organization or business in the town of Hanover is eligible.
2. Anyone using HCTV facilities and/or equipment must understand the philosophy of access, HCTV Access Rules and Operating Procedures and producer's contracts. Anyone using access equipment must be certified to operate that level of equipment or facility and sign access user agreement.
3. Programs produced with access equipment and facilities must be for the purpose of cablecasting on the access channel. The equipment is meant solely to be used for production on HCTV
4. Anyone who produces programming using HCTV access facilities and equipment retains ownership of the copyrights to that program. HCTV does not provide tape stock or program dubs. Producers are allowed one free copy when requested.
5. HCTV's Community Bulletin Board is to be used solely by non profit and community groups to publicize activities and events.
6. Users of HCTV facilities and/or equipment will identify themselves as public access community producers, not as employees or staff of HCTV.
7. Access users under the age of 18 must have a signed "Parental Consent

Form” on file with HCTV.

STAFF

Staff information, including hours, resources, and contact information is available at the HCTV website, www.Hanoverctv.com

ROLE OF THE HCTV STAFF

Successful public access programming depends on the participation by many active, trained members who use video communication tools in order to independently reflect their ideas. Due to limited staff time, HCTV cannot provide video production services for the community members or organizations. Staff will assist community members in assembling production crews. Community organizations planning to do programs on a regular basis are encouraged to form a television production committee, which HCTV will then train. HCTV staff is available to train HCTV members who want to produce an HCTV program; staff may assist in formation of production crew. Assistance from HCTV is limited due to limited staff time.

ON SITE BEHAVIOR

Participants and guests should treat each other and staff with dignity and respect. Persons creating disruptions may be removed from the premises and denied future access to facilities and equipment.

POLICY REVIEW REQUESTS

HCAMC meetings, are held at Salmond School, and are open to the public. Meeting dates are posted at Town Hall.

Questions regarding existing policy, allocation of resources or any other matter regarding HCTV should first be discussed with the Hanover Schools Director of Technology. If that does not provide an adequate solution, notice may be filed in writing to the Chairman of the HCAMC, 188 Broadway, Hanover MA 02339. The Board will invite the person requesting the policy review or matter to appear at the next available meeting of the Committee to discuss the matter. A registered letter will be sent to the person filing the request regarding the board’s decision. All decisions of HCAMC regarding these matters are final.

Board votes are decided by a simple majority.

PROGRAM CREDIT FOR UNDERWRITING AND GRANTS

Underwriting for programs must be for goods, services, in-kind contributions and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: “This program was made possible through a grant by...” or “Goods and services used in this program were contributed by...” HCTV credit must still be included. Staff must be informed, in advance, of any such underwriting credits and consulted about the proper format for underwriting credit. Producers should not include telephone numbers or street addresses of underwriters, but may list business or organization name and town.

PROGRAM CONTENT RULES

1. Presentation of the following material on community access channels is prohibited:
 - a. Libelous or slanderous material.
 - b. Any program or material that is commercial in nature; including but not limited to 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.
 - c. Any material that is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representation or promises.
 - d. Material that is obscene according to local community standards or is otherwise illegal.
 - e. No personal information may be disseminated about an individual without express consent and permission by the individual.
 - f. Election advertising by candidates for public office or material that promotes any political campaign on behalf of or in opposition to any candidate for public office.

2. Appropriate release forms should be submitted as necessary.

USE OF EQUIPMENT

1. General Rules:
 - a. Equipment is available on a first-come, first-served, nondiscriminatory basis.
 - b. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Last minute cancellations may result in loss of privileges.
 - c. Any materials for productions, beyond those supplied by HCTV must be supplied by the user and must be removed after the production.
 - d. Individuals using HCTV equipment, studio or post production facilities will not change the wiring 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 user. A loss of privileges will result from such equipment abuse.
 - e. Individuals using HCTV equipment and facilities should report any defects or problems to staff. Members should fill out a Facilities/Equipment Incident report when problems are

encountered. Producers found to be misusing or abusing may be asked to repeat training, testing and/or be subject to loss of privileges.

f. Users are responsible for loss or damage due to theft, negligence or abuse while equipment is in their possession. All fees in connection with repair or replacement must be paid in full or a payment schedule agreed upon with the Executive Director before any further equipment use is allowed.

g. Personal property is not the responsibility of HCTV.

2. Use of the broadcast or post production facilities

a. Reservations may be made up to two months in advance. Reservations can be made in person, by phone, or via HCTV website.

b. In order to schedule the studios and control rooms, a community user (and all crew members) must be trained for video production

c. No studio production may take place without staff supervision.

d. Access to facilities may be limited based on availability of HCTV staff

e. 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.

f. Users under the age of 18 who wish to schedule the studio or participate in a studio production must have written permission from their parent or guardian, unless under supervision of a Hanover Public School or HCTV employee.

g. Saved program content may be subject to deletion after four (4) months of inactivity. Data content backup is the responsibility of content producers.

3. Use of portable video and audio equipment.

a. Reservations for equipment may be made up to one month in advance and should be made at least five days in advance. Reservations can be made in person or by phone to any operations staff member, or via HCTV website.

b. Equipment must be picked up and returned upon the previously agreed time. Failure to return equipment when due may result in a written warning and subsequent violations may result in loss of privileges in the future.

c. Equipment may be checked out for forty-eight hour periods during the week or longer for weekends or holidays

d. Producers holding equipment reservations must follow these

- checkout and
e. Check-in procedures.

Check Out of Equipment

1. Fill out equipment checklist and sign Equipment Check out form
2. Assemble and test requested equipment. It is the producer's responsibility to make sure that they have all required cables and connectors to facilitate production.
3. Eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian, or qualified adult access user, who signs a release stating that the adult accepts responsibility for the equipment and its use by a minor.

Check-In of Equipment

1. Equipment must be returned at the scheduled time.
2. Any problems with equipment or damage should be noted on Facilities/Equipment Incident form and brought to the attention of staff.
3. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.

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 application for Cablecast form must be turned in with completed program. Scheduling and cablecast times will be determined by programming staff. If producers have special time requirements or requests they should be noted on the application for cablecast form.
- b. If scheduling and staff time allows, a program may be repeated during the weekly period, for a total of six to eight times per month.
- c. Each program produced must have on file a HCTV Producer Agreement and Indemnification in which the Producer is solely responsible for program content, and holds HCTV, its Officers, directors, employees, agents, and the Town of Hanover harmless for 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
- b. If a "series" producer fails to produce new original programming for

more than three consecutive time slots 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

a. Before cable casting, all media must be clearly labeled with the following information:

i. Title of program clearly labeled with date and name of producer.

ii. Segment name and Total running time

1. No more than one program can be contained on one dvd.

2. Programs exhibiting poor audio or video may not air due to technical limitations.

Voted 10/29/09