

## OPERATING RULES AND PROCEDURES: OVERVIEW

- The Operating Rules and Procedures of a PEG Access community media center ("CMC") should be written clearly and understandably, and made available to all users: (1) as a printed document; and (2) on the CMC's website.
- The rules may be devised by a group that includes the director of the CMC, the members of its board of directors, and perhaps representative(s) of the franchising authority and community producers.
- The rules should spell out in detail the responsibilities of the people who will be using the CMC facilities. The facilities typically include portable field equipment (camcorders), studio and control room, editing suite(s), the PEG Access channel(s), and frequently a mobile production van. Training requirements; equipment reservation, check-in and check-out procedures; and restrictions on use of equipment and storage media (e.g., SD cards, portable hard drives, etc.) must be clearly described.
- The rules should describe procedures for enrolling in training courses, outlines of those courses, and locations where they are taught.
- Guidelines for program production should be included, along with procedures for submitting a program for cablecast, and examples of all of the forms to be completed by users to request CMC services.
- The rights of users concerning program content should be clearly spelled out.
- Fees, if any, that are charged for use of the studio or editing facilities, training, or the use of portable equipment or tape should be clearly stated.
- The rules should delineate any penalties - whether monetary or in the form of restrictions on the use of facilities - to be imposed for infractions of the rules.
- The Operating Rules and Procedures must be a *living* document. Changes, additions, and deletions should be possible from time to time as the CMC and its users mature.

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- B. The access philosophy.
- C. Location of the CMC facilities and hours of operation.
- D. General description of available equipment.
- E. Eligibility requirements.

## II. USE OF CMC EQUIPMENT AND FACILITIES

- A. Training and certification procedures and requirements.
- B. Equipment user responsibilities.
- C. Available equipment.
  - 1. Camcorders
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- D. Equipment reservation and cancellation procedures.
- E. Check-in and check-out procedures.
- F. Equipment/facilities use by minors.

## III. PROGRAM OWNERSHIP AND DISTRIBUTION

- A. Content rights and responsibilities.
- B. Acknowledgment of CMC/access management organization.
- C. First presentation requirement.
- D. Subsequent distribution.
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- A. Description of available channels.
- B. Playback request procedures.
  - 1. Scheduling priorities
  - 2. Series programs
  - 3. Live programming
  - 4. Deadline to submit completed program
  - 5. Program content for mature audience
- C. Prohibition of commercial content.
- D. Prohibition of obscene and other unprotected speech/material.
- E. Technical requirements.
- F. Program underwriting.
- G. "Community Bulletin Board" messages.

#### V. STANDARDS OF CONDUCT WHILE IN THE CMC

- A. Eating, drinking and smoking restrictions.
- B. Interaction with staff and community producers.

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- A. "Major" violations and resulting penalties.
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- C. Equipment damage and loss.
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#### VIII. AMENDMENT OF THE OPERATING RULES AND PROCEDURES

#### IX. SAMPLES OF RESERVATION, CHECK-OUT, AND OTHER FORMS

# COMMUNITY MEDIA CENTER OPERATING RULES AND PROCEDURES

Here are examples of Community Media Centers that have posted Operating Rules and Procedures on their web sites:

- Boston, MA**..... <http://www.bnntv.org/sites/default/files/Member-Policies.pdf>
- Burlington, VT** ..... <https://www.cctv.org/files/policies.pdf>
- Cambridge, MA**..... <https://www.cctvcambridge.org/policies>
- Grand Rapids, MI** ..... <http://www.grcmc.org/grtv/about/documents>
- Inver Grove Heights, et al, MN** ... [https://www.townsquare.tv/sites/default/files/documents/TSTPolicies and Procedures.pdf](https://www.townsquare.tv/sites/default/files/documents/TSTPolicies%20and%20Procedures.pdf)
- Iowa City, IA**..... <https://www.patv.tv/wp-content/uploads/2019/02/Guidelines-Jan.-2019.pdf>
- Kahului, HI** ..... <https://cdn.akaku.org/media/policiesandprocedures.pdf>
- Monterey, CA**..... <https://www.ampmedia.org/policies-forms>
- Olympia, WA**..... [https://tcmedia.org/cms/fileman/uploads/documents/TCMedia\\_Operating\\_Policies\\_Pro.pdf](https://tcmedia.org/cms/fileman/uploads/documents/TCMedia_Operating_Policies_Pro.pdf)
- Sacramento, CA** ..... [http://www.accesssacramento.org/file\\_download/da3f9f68-7fc0-4021-a978-00da0fe0a2f7](http://www.accesssacramento.org/file_download/da3f9f68-7fc0-4021-a978-00da0fe0a2f7)
- Salem, OR** ..... <http://www.cctvsalem.org/s/rules-procedures.pdf>
- Salina, KS** ..... [http://salinatv.org/images/PDFs/ATV\\_ProgrammingPolicies.pdf](http://salinatv.org/images/PDFs/ATV_ProgrammingPolicies.pdf)
- San Jose, CA**..... <http://www.creatvsj.org/wp-content/uploads/2013/09/Access-Handbook-080813.pdf>