

Greenburgh Access Television Cable Advisory Committee Programming Policies and Procedures

General

The goal of all Greenburgh Access Television (GATV) activities shall be

- To encourage the broadest possible diversity of use and programming by the community.
- To maximize the use of all of GATV's limited resources.

GATV may direct, and impose reasonable limitations on, training, outreach, and channel scheduling in order to best achieve its goals, and assure fairness of access.

GATV Advisory Board

- The Supervisor will name the Chair of the Cable Interim Board as Deputy Supervisor for Cable Affairs.
- The Deputy Supervisor and the Board will act as the eyes and ears of the Town Board. The Cable Board will have full access to all aspects of the Cable operation, and all records so that it can be fully informed and make informed recommendations to the Town Board.
- The Cable coordinator will prepare a monthly written report to the Board detailing the past month's operations and providing the Board with any information it may need to report to the Town Board. The Board may respond with comments to this written report.
- A representative of the Board will meet with the Town Board on a monthly basis to make its report and recommendations, including proposals for staffing and budget, and equipment.
- This arrangement will last until the appointment of an independent board or the expiration of eighteen months, whichever comes first.
- All volunteers will be indemnified for acts within the scope of their volunteer duties.
- The Board has the authority to create or modify policies, procedures, forms or discontinue the use of any of the above used in conjunction with the operation of GATV.

Membership

All individuals and/or organizations interested in applying for a time/slot and/or usage of Greenburgh Access Television (GATV) facilities for production of a cable access program must become members of GATV. Community media training, cablecast access, equipment and facilities shall be made available to:

Bona fide residents of the Unincorporated Area of the Town of Greenburgh. This area is defined as that part of the Town of Greenburgh lying outside the limits of any incorporated village therein.

Public or private organizations institutions and groups located in the Unincorporated Area of Greenburgh.

Anyone under the age of 18 must have an adult co-signer for all-applicable paperwork and forms.

Liability Agreement & Indemnification

Every GATV member with an interest in producing their own television program, upon joining GATV will be required to fill out and sign a Member Information and Liability Agreement & Indemnification Form. Any minor must have an adult co-signer.

By signing, the member certifies that he/she has complied with GATV rules on program content and that the program does **not** contain any of the following:

1. Any **advertising** or material that promotes any commercial product, service or lottery;
2. Any unlawful use of copyrighted material;
3. Any material that is libelous, slanderous or defamatory in character; or material that is an unlawful invasion of privacy;
4. Any material that violates local, state or federal laws.

If such material is cablecast on an access channel, only the member providing the materials to GATV shall be liable.

Personal Responsibility

- Anyone who submits programming for playback on the access channels is personally responsible for the content of the programming and must have completed a *Liability Agreement & Indemnification Form*. Each submitted tape must be accompanied by a *Request for Playback* form that includes a clause indemnifying GATV for any defamation, copyright infringement or legal action resulting from cablecast of the program.
- Additionally, the forms will include signed statements attesting to the fact that the program contains no illegal material. Illegal material includes, but may not be limited to:

any unlawful use of copyrighted material; any advertising material that promotes a commercial product or service; any material that violates local, state or federal law relating to obscenity or indecency; any material that is libelous, slanderous or defamatory in character; material that is an unlawful invasion of privacy.

- Programs containing potentially objectionable content must contain a viewer advisory indicating the nature of the content. For assistance, see GATV staff.
- GATV strongly suggests that members have each person who appears in their production sign a release form. Standard release forms are available from GATV.
- Programs submitted for cablecast, whether created with GATV equipment or not, must include a notice identifying the local member providing the program.
- Announcements or PSA's of less than 60 seconds in duration do not need to include a local identifier on the tape. However, individuals requesting cablecast of such announcements will still need to complete the proper paperwork and take full responsibility for the content of the announcements.

Programming

There are two ways for a member to produce a program:

1. By using GATV's facilities and/or equipment.
 2. By using other equipment.
- S/VHS, and VHS are the required videotape formats for playback from the GATV facility.
 - Videotapes must be clearly labeled with title of show, name of the producer and the member providing the program, and exact program length.
 - All programs must have 30 seconds of black before the program actually begins.
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 - All programs submitted to air in a regular Public Access programming slot shall not exceed 29 minutes from beginning of program to end. Exceptions will be made under the special programming guidelines on a case-by-case basis and scheduled accordingly by GATV.
 - Special Programming is defined as all programming that is under or over 29 minutes.
 - All programs must meet minimum technical requirements or they will be refused.
 - A repeated show is not considered a new show.

Ownership/Copyright

Individual member/producers retain ownership of the creative rights to the programs they produce and may register and establish a copyright at their discretion.

Intention

Programs produced with GATV equipment and facilities must be intended for cablecast on a channel administered by GATV. No program may be produced for commercial purposes or monetary gain.

Equipment and Facilities Reservation

- Reservations may be made by phone or in person. The studio may be reserved up to 4 weeks in advance for a period not to exceed 1 hour per member per week for the production of a 29-minute program. Advance reservations and arrangements are strongly recommended. Reservations can be made by calling (914) 993-1595. If there's no answer, leave a message, and your reservation will be recorded and confirmed as soon as possible.
- Any GATV member who is more than 20 minutes late in claiming reserved facilities is subject to loss of the use for the reserved time.
- If any community access equipment fails to properly operate for a community producer or if, for any reason GATV cannot provide operational equipment to a member as scheduled, the member/producer will be provided with a re-scheduling of facilities, or will be given priority use at the earliest possible time.

Canceling a Reservation

Community producers who have reserved equipment or facilities they cannot use are asked to notify GATV as soon as possible so that these resources may be reassigned to others.

Hours of studio/facility operation:

Available hours for studio/facility use: TBA

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Staff will make sure that their productions begin and end as scheduled. No studio production, whether starting early or late, will be allowed to interfere with the overall production schedule for that day.

Post-Production

Community producers can ask for editing time by the GATV staff. Staff will be available to assist with the editing process through the duration of a project.

Trained members are authorized to use GATV's post-production equipment with or without GATV's staff assistance, for the production of a program that is intended to air on GATV.

Program Content

GATV will strongly uphold every individual's right to free speech. No individual will be denied access to the GATV facilities on the basis of race, sex, physical disability, religious or political belief, or the nature of the programming interest. In addition, GATV exercises no editorial discretion over the content of any program.

- The only areas prohibited from appearing on the public access channels are those outlined here or as stated by law. These include COMMERCIAL ADVERTISING, SOLICITATION FOR FUNDS, LOTTERIES, OBSCENITY, DEFAMATION OR LIBEL, FIGHTING WORDS promoting unlawful behavior, and INCITEMENT to unlawful behavior. If such material is cablecast on an access channel, only the member/producer providing the program is liable, not GATV. The member assumes this liability by signing the *Liability Agreement & Indemnification Form*. No program will be cablecast on GATV without a signed form on file.
- If it is decided that any program has controversial or potentially objectionable content, or generates verifiable complaints from the community, GATV may require the member to add a disclaimer to the beginning and end of the program. This disclaimer will indicate that the individual member assumes full responsibility for the content of the program and that, as a matter of Federal Law, GATV exercises no editorial discretion over the content.

Scheduling of Programs

- Programming schedules are divided in two periods: January - June; July - December.
- Cablecast hours are currently as follows:
M-F from 6PM to 10PM, the equivalent to 8 programs per day, the equivalent to 40 programs/time slots per week.
- Scheduling and cablecast hours can and shall be expanded, as new equipment and additional capacity becomes available, pursuant to the goals of Public Access to maximize the use of GATV resources, and to encourage the broadest possible diversity of use and programming by the community.

- All attempts will be made to accommodate reasonable scheduling requests. However, final program scheduling decisions are made at the sole discretion of GATV.
- Members **given a time slot** must submit a new program every **month**. Failure to do so will result in a written warning. There will be no 2nd warning. The show is cancelled and the time slot given to the first member on the waiting list.
- Members will be granted a weekly time slot good from the first week of the programming period to the 1st week of the last month of the period.
- During the last week of the programming period the time slots are open for renewal.
- Priority is given to: 1- Members on the waiting list; 2 – New members.
- Applications for the following period's programming slots must be submitted no later than the 1st day of the last month of the period about to expire. Notices for renewal applications will be posted during that time at Town Hall and on GATV's bulletin boards.
- If the number of submissions exceeds the number of available time slots the members shall be placed in a waiting list.
- Members will be allowed to renew their applications until all time slots are taken.
- If all time slots are taken, a waiting list will be created. Members will be contacted if a time slot opens during the programming period and asked to be a replacement until the end of the current period.
- Distinction between prior producers is made by date and time of application.
- Replacement time-slots follow the same terms of renewal as old ones. However, members who provide replacement programming to fill a time slot will be given priority to apply for a time slot for the following period.
- If the member/producer fails to have a scheduled program prepared for two consecutive **months**, the series is canceled, and the time slot given to the member at the top of the waiting list.
- GATV's scheduling will generally be completed at the beginning of each month, and will remain in effect throughout the month. Copies of the programming schedule line-up will be made available at the beginning of each month at Town Hall and at the Town of Greenburgh official website.
- GATV will schedule no more than 1 series program or 1 individual program at a time from any individual or group per week.

Cancellation of time-slot:

A program will be cancelled before the end of the assigned period, and the time slot is offered to the first member on the waiting list if:

- The member stopped submitting a new program for 2 consecutive months.
- The member cancelled his/her program.
- The tapes submitted do not meet GATV technical standards for two consecutive submissions.
- The member violated the house rules.
- The member keeps submitting repeated shows.

The number of repeats' showings any program receives after its first cablecast will be determined by GATV staff based on the available channel time and may change as demand for channel time increases, or to fill-in for empty slots. GATV reserves the right to preempt program repeats to facilitate the scheduling of additional or special programming.

All special situations and conflicts must be submitted in writing to the Town Clerk.

Community Bulletin Boards

GATV accepts messages to be displayed by character generation (text letters and numbers) on all three of our community access channels. Guidelines and forms for community billboard messages are available at the access center. A citizen or organization is not required to be a GATV member to use the community billboard service.

Programs not Produced through GATV Facilities

- All programming must be submitted by a member of GATV.
- All programming must meet technical standards for GATV cablecast, including format and playback standards.
- All programming must be accompanied by a fully completed and signed Member Information and Liability Agreement & Indemnification Form to be considered for cablecast.
- The eligible person submitting programming not produced through GATV facilities must acknowledge compliance with all program content policies, rules and guidelines of GATV, as well as knowledge of and responsibility for the content of the program under consideration for cablecast.
- In all instances of competing requests for channel or playback time, priority will be given to locally produced programming.

GATV Rules of Conduct

- **Anti-Harassment and Anti-Discrimination.**

GATV is committed to maintaining both a working and learning environment that is free of discrimination and harassment. Any staff member or volunteer working with GATV who is found to have engaged in harassment or discriminatory behavior shall be subject to suspension, and possibly further sanctions.

- **Right to Refuse Service**

GATV reserves the right to refuse service to any person whose actions hinder the activities of other members of GATV or its staff.

- **House Rules**

1. No food or drink in the facility, except in designated areas.
2. Office supplies and equipment located at GATV are not available for use by members without prior consent.
3. No programming may be cablecast without staff supervision.
4. No unauthorized equipment maintenance or disassembly allowed.