



Saugerties Lighthouse TV23

POLICIES FOR SAUGERTIES PUBLIC ACCESS CHANNEL

May 12, 2009

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1. INTRODUCTION

This document covers Lighthouse TV23 policy. There are 6 sections and 4 appendixes:

- Section 1. This brief intro
- Section 2. A mission statement for Lighthouse TV23
- Section 3. General Policies, common to program submission, bulletin board submission and studio and equipment use
- Section 4. Policies unique to program submission
- Section 5. Policies unique to bulletin board submission
- Section 6. Studio and Equipment Use policies
- Appendix A. Information about where to obtain an up-to-date Channel Time Request Form (required with each submitted program)
- Appendix B. Information about the Program Agreement Form (which must be signed by each producer, and on file at Lighthouse TV23)
- Appendix C. Emergency Procedures (open)
- Appendix D. TV Broadcasting Titles

The Lighthouse TV23 committee will revise this document, as additional policy topics come up and are addressed.

2. MISSION STATEMENT

Saugerties Lighthouse TV23 is the Time-Warner cable public access channel for Saugerties. It is run by a joint Town and Village committee, reporting to the respective Town and Village Boards, responsible for administering the Public Access cable television services in Saugerties, NY. Its mission is to:

- Ensure the ability of Saugerties residents to exercise their First Amendment rights through the medium of cable television.
- Create opportunities for mutual communication, education, artistic expression and other noncommercial uses of video facilities on an open, uncensored and equitable basis.

At present, Lighthouse TV23 provides program scheduling, a community bulletin board and production and editing facilities, and community outreach and communications. In providing these services, we seek to involve the diverse communities of residents in the Time-Warner Cable Saugerties viewing area (which includes parts of the Town of Catskill and the Town of Ulster), hereinafter referred to the TWC Viewing Area, in the electronic communication of their varied interests, needs, concerns and identities. Public Access Television is supported by Time Warner Cable, under franchise agreements with the Town and Village of Saugerties. TV23 is made possible by the work and support of individuals and groups in both the Town and Village of Saugerties.

3. GENERAL POLICIES

3.1 Responsibility for Submissions

Submission of programs and bulletin board announcements for the public access channel broadcasting is free of charge, and free of content control by Saugerties public access channel, subject to the policies herein. Responsibility for the content of these submissions rests with the individuals and organizations submitting the programs.

Persons submitting content must reside in the TWC Saugerties viewing area.

Minors (younger than 18) submitting programs or announcements will be required to have a parent or guardian, sign a program agreement or to make the contact (letter, email) regarding the announcements. For program submissions, the minor will be requested to sign the Channel Time Request Form as well.

Further details regarding responsibility for content, particular to programs being submitted or bulletin board announcements being submitted are covered in Sections 4 (Page 19) and Section 5 (Page 22) of this document, respectively.

3.2 Content Restrictions

TV23 wants to provide a means of notifying parents or guardians when programming or bulletin board announcements appear on TV23 that may be inappropriate for children. TV23 also wants to assist people in making informed viewing decisions while providing an opportunity for all forms of expression without censorship and in accordance with existing laws. For programs or bulletin board announcements that contain repeated vulgar language, nudity, extreme physical violence, extreme degradation, graphic depiction of invasive medical procedures or indecent material, producers **must** include an up-front message advising viewers as follows:

WARNING: DUE TO THE GRAPHIC NATURE OF THIS PROGRAM, CONTENTS MAY NOT BE SUITABLE FOR ALL AUDIENCES. IT IS NOT RECOMMENDED THAT CHILDREN UNDER THE AGE OF 18 VIEW THIS PROGRAM WITHOUT THE SUPERVISION OF A PARENT OR GUARDIAN, VIEWER DISCRETION ADVISED.

This message must appear on the screen for a minimum of 15 seconds.

All such programs will be scheduled between the hours of 1:00 AM and 5:00 AM. Indecent material is defined as material that describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary local community standards. Program producers shall be responsible for notifying TV23 if their program contains material requiring an advisory message.

It is a violation of TV23 policy to submit for cablecast programming that is obscene or otherwise unlawful.

The following restrictions apply to all public access programming and bulletin board announcements. They may not contain:

- Solicitation, advertising, bartering or promotion of commercial products, services or transactions;
- Material that is slanderous, libelous, an invasion of privacy or made unlawfully;
- Material that promotes any illegal activities;
- Material that is obscene; (Obscenity is defined as material that the average person, applying contemporary community standards, would find that considered as a whole, its predominant appeal is to the prurient interest in sex and it depicts or describes in a patently offensive manner, actual or simulated: sexual intercourse, sodomy, sexual bestiality, masturbation, sadism, masochism, excretion, or lewd exhibition of the genitals, and considered as a whole lacks serious literary, artistic, political, and scientific value.) Predominant appeal shall be judged with reference to ordinary adults unless it appears from the character of the material or the circumstances of its dissemination to be designed for children or other especially susceptible audience.
- Material concerning lottery information, gift enterprise, or similar schemes;
- Inaccurate posting or programming that is sub-par technically
- Unlawful use of material requiring union residual or other payment including but not limited to talent and crew;
- Unlawful use of material that is copyrighted or subject to ownership or royalty rights, right of publicity, or other payment. Legal and fiscal responsibility for use of any such submitted material rests solely with the submitting party and not the TV23 committee or the Village or Town Boards they represent.
- From a timing standpoint, anyone dealing with TV23, especially as pertains to scheduled programs must make reasonable efforts to meet date and time commitments. In the event date/time commitments cannot be met, TV23 requests a minimum of 48-hour notification.

3.3 Commercial Restriction

Commercial programming and commercial bulletin board announcements are strictly prohibited on TV23. As noted above, programs and bulletin board announcements may not contain solicitation, advertising, bartering or promotion of commercial products, services or transactions. Neither programs nor bulletin board submissions may contain commercial telephone numbers except as noted below under "Program Credits for Contribution of Goods and Services," nor may programs or announcements contain information about purchasing a product or service. This restriction does not apply to the studio telephone numbers displayed for the sole purpose of facilitating non-commercial call-in programs. TV23 recognizes the commercial nature of non-original record and video tape company produced programming, including music videos and video tape trailers. In order to prevent the promotion of commercial products on the public access channel, programs containing more than 20% of such material are prohibited. It is the producer's and/or

submitter's responsibility to ensure that audio and video content submitted to TV23 meets all copyright and licensing requirements.

Note that this does not restrict Town and Village government-sponsored or not-for-profit- (e.g. Chamber of Commerce) sponsored programs that cover local businesses, to encourage awareness of local merchants and/or to encourage a "shop local" theme. Such programming should demonstrate a reasonable effort to be equitable in the topics/merchants who are covered. Examples of such programs in the past include a Village-sponsored program featuring local businesses and points of interest and a Saugerties Area Chamber of Commerce-sponsored program covering the Holiday in the Village and the businesses that participated in that event. Programs such as these government-sponsored or not-for-profit-sponsored programs may inform the public about what the businesses are and what they offer in the way of products and/or services, but they should be produced without pricing information and without qualitatively comparing businesses or services.

(Outside of these government-sponsored and not-for-profit-sponsored cases, commercial program providers are encouraged to contact their local cable company regarding "leased access" and "commercial use" cable channels. In Saugerties, these channels are administered by Time Warner Cable; these channels are not affiliated with Saugerties Lighthouse TV23.)

3.4 Disclosure of Information Regarding Individuals Submitting Material

TV23 shall maintain a record of the use of the public access channels which shall include the names and addresses of all persons using or requesting time on the channels. These records shall be available for public inspection for 2 years maximum.

3.5 Submissions from Outside the TV23 Viewing Area

TV23 regularly receives programs or announcements that could be fodder for bulletin board announcements that would benefit viewers of TV23, but which come from people outside of the TWC Saugerties viewing area. Examples of such a program submission are the tapes we receive from Peers Influence Peers Partnership, on the subjects of drug abuse and violence. Another example of such a bulletin board submission is submissions from the Ulster County branch of Cornell Cooperative Extension for free programs and events they run that might be of interest to TV23 viewers. If the TV23 Program Coordinator or any committee member deems that material submitted from outside the TWC Saugerties viewing area is of general interest to the TV23 viewing audience, TV23 can and will schedule the program or list the item on the bulletin board. This in no way requires TV23 to schedule such submissions. A combination of the Program Coordinator and committee makes these decisions and the escalation path is the Town and/or Village Boards.

3.6 Program Credits for Contribution of Goods and Services

Programs may contain credit for individuals, businesses or other organizations that have contributed goods, services or funding used in the program production. Individual credits for such contributions are limited to fifteen seconds. Total credits for all contributions are limited to sixty seconds. Credits may include an acknowledgment of the contribution made. Credits may not contain any advertising information. The following guidelines apply to all credits for contributors:

- Credit must appear at either the beginning or end of the program (not both);
- Credit may be aural, visual or both;
- Credit may include a logo;
- Credit may include a name, address, phone number (max of one), website, and/or email address
- Credit may include a phrase describing the business of the contributor and the nature of the contribution;
- Credit may not contain any qualitative or promotional information.
- Credits may not contain qualitative statements (e.g. "fine furniture", "excellent workmanship") or statements that are comparative in nature ("best restaurant", "largest distributor") or calls to action ("call now for information", "see us today") or use of forms of the pronoun "you" that imply endorsement ("Your center for banking") or statements or slogans that are commercial or promotional in nature ("We bring good things to life").

Non-commercial phone numbers and website addresses must be shown either at the beginning of programming or the end; they cannot be displayed throughout the duration of programming. This restriction does not apply to studio telephone numbers displayed for the sole purpose of facilitating non-commercial live call-in programs.

Bulletin board announcements often include the abbreviation "FMI", meaning "for more information". This is for phone numbers, Web page URLs and other contact information. This is acceptable as long as the announcements follow other regulations listed herein.

3.7 Charging for Time on TV23

Time on TV23 is available free of charge.

Channel users may not require compensation from individuals in exchange for programs or bulletin board items appearing on TV23.

Neither the TV23 Program Coordinator nor any committee people may receive any compensation in money, barter or trade for agreements that programs or bulletin board announcements will appear on TV23.

3.8 Solicitation by Non-Profits

Solicitation of funds during programs or as part of a bulletin board announcement is limited to non-profit organizations providing evidence of not-for-profit status. The

not-for-profit organization must be a sponsor or co-sponsor of the program or announcement. Only Saugerties-based non-profit organizations may fundraise.

The not-for-profit status requirement does NOT apply to religious organizations (such as churches, synagogues, mosques, and other places of worship).

3.9 Solicitation for Non-Profits

Any for-profit organization advertising a fund-raising event that is on their premises or otherwise features their business must attest that all of the funds raised will go to a charity or other not-for-profit cause. The program or bulletin board item cannot intermix commercial information about the for-profit business (e.g. “we’re having a sale that same day”) with the information about the fund raiser.

3.10 Limits of Liability

TV23 is not liable for any mistakes, omissions or interruptions in the cablecast and any other means of distribution of programs. TV23 is also not liable if the program or material submitted is damaged, lost or stolen while in its custody except in the case of gross negligence on the part of TV23 resulting in damage or loss of any media that the programs are submitted on. In cases of gross negligence on the part of TV23, liability is limited to the cost of replacing a blank videotape in exchange for tapes submitted for cablecast. TV23 does not accept MASTER or ORIGINAL CUT tapes, DVDs or any media that is the only existing copy. In the event of lost or damaged submitted material, TV23 is only responsible to replace the blank media or equivalent.

One of TV23’s roles is to arrange for the video taping of local meetings/events of interest to the public. This involves arranging for a camera person to attend and record meetings such as Village Board meetings, Town Board meetings, Board of Education meetings, and League of Women Voters events (among many others). Such video taping involves entirely volunteer effort.

Best efforts will be made to video tape these meetings/events in their entirety; however, no promise can be made that the video taping will cover the entire meeting/event. This is especially true for meetings that last longer than 2 hours. TV23 is not liable for any coverage of local meetings/events that are partially video taped. When such truncated coverage does occur, we will make every effort to include in our web site listing and on the bulletin board listing, a notice that the “event was not video taped in its entirety”. Where possible, the program itself will begin with the same or similar notice.

On the other hand, TV23 will not tolerate video taping of local meetings/events that are intended to provide a record of what transpired at the meeting/event where editing has taken place in order to get across a particular opinion, prejudice, or point of view. Such edited material can appear in a show submitted as an opinion piece, but it must be made clear that the recording is not intended as a record of what transpired, but rather was edited.

We instruct all of our volunteer camera persons that during video taping:

- We prefer that they strike a proper balance between getting good footage and not being disruptive to the meeting.
- We do not want them to express any opinions on TV23's behalf while they are video taping. Thus, any opinions expressed by camera persons at these events are their own.

3.11 Government Officials and Political Use of TV23

TV23 places no restrictions on the use of the Public Access channel and facility by political candidates or spokespersons from political parties or ballot/warrant issues, other than those applying to normal and equitable use of the Public Access equipment, facility, and channel and bulletin board scheduling as outlined in this policy document. TV23 shall keep the channel time request records of any such event that falls under this policy area for a minimum period of 2 years for anyone to view by requesting it from the Program Coordinator.

Procedures:

1. Regarding political programs, the following material is allowed/encouraged:
 - Legally-qualified candidates for public office and ballot/warrant issue forums and debates, sponsored by, produced and represented by a neutral party (for example, the League of Women Voters) wherein it was understood that all candidates were given an opportunity to participate and where the debate or other structured presentation involves all parties equally and is not edited to focus more on one candidate than others or to exclusively focus on any candidate or subset of candidates.
 - Bulletin-board postings of regular party meetings. These postings cannot include fund raising, or promotions of candidates or candidates' positions. See list item 2 below for a full list of prohibitions.
 - Programs from members of government administration, in order that they may share information with TV23 viewers. (This holds, as long as the program is not aired within 60 days of a general election or 45 days of a primary, where any of the programs involve government officials who are up for reelection. Any such requests for air time can only be granted after the election takes place.) These programs are **also** bound by the restrictions in list item 2 below, intended to prohibit political content or undue influence in the election process.
2. Regarding political programs, the following material is PROHIBITED:
 - Any advertising by, or on behalf of, candidates for public office, political parties or ballot issues; or advertising promoting (or opposing) candidates or ballot issues by supporting groups or lobbying organizations.
 - Political postings on the TV23 bulletin board, including but not limited to political fund raisers, announcements of candidacies, espousing of positions on issues, etc.

3.12 TV23 Code of Conduct

TV23's staff is responsible for the safe and proper operation of its facilities, ensuring that program scheduling, bulletin board posting and studio and equipment usage is in compliance with TV23's policies, including the TV23 Code of Conduct. Accordingly, while on TV23 premises, directions and instructions from staff are to be followed at all times.

TV23 is open to and used by members of our community holding diverse viewpoints, and of varying age groups. Thus, TV23 seeks to provide an atmosphere that is safe and comfortable for all. To this end, producers are encouraged to exchange ideas with each other in a civil and tolerant manner. TV23's Code of Conduct is designed to help ensure that all persons at TV23, including staff, producers and other visitors and users of equipment are treated with courtesy and respect.

Everyone on TV23 property has an obligation to behave in a manner that does not disrupt the operation of TV23 or the ability of others to use the facilities. Producers are also responsible for the conduct of their guests, visitors, talent and crew. Furthermore, producers are also expected to help monitor use of equipment and facilities and to report neglect, abuse, theft, or misuse of TV23's facilities and equipment to TV23 staff (the identification of persons disclosing such information will be kept confidential to the extent practicable or supported by law).

TV23 reserves the right to take or refrain from taking any action with regard to equipment usage to comply with applicable law and ensure compliance with the production facilities policy and the Lighthouse TV23 Guidelines for Equipment Use.

Anyone who feels that she/he has been treated unfairly by a member of the staff should submit a written complaint to the TV23 Committee Board (4 High Street, Saugerties, NY 12477). If the matter has not been resolved within a reasonable timeframe then producers may submit a written complaint to the Village and Town of Saugerties.

See Section 3.2 for a list of content restrictions for programs or bulletin board items.

The following are examples of conduct which is prohibited on TV23 property.

- Smoking.
- Entering the facilities without a shirt or shoes
- Use of sports equipment in the facility (except as agreed to with the Program Coordinator for demonstration purposes, for example)
- Bringing pets or other animals (except service-dogs) to the facility.
- Bringing persons under the age of 18 years to the facility, unless supervised by an adult at all times, and where such adult shall be responsible for the behavior and conduct of the minor.
- Possessing food or beverages in any restricted area (including covered containers). These restrictions are posted throughout the relevant areas of TV23 operation within Town Hall.
- Loitering.

- Making false or misleading statements on any TV23 document or to TV23 staff.
- Possessing, using or dispensing any illegal substance.
- Unauthorized possession, consumption or dispensing of alcoholic beverages.
- Possession of any weapon, explosive or other dangerous material.
- Conduct, intentional or unintentional, that could or does result in physical injury to others and/or destruction of property.
- Theft or attempted theft of personal belongings, materials, supplies or equipment.
- Entering or attempting to enter locked offices, areas, files or records, and/or unauthorized use of any office, computers or other equipment, including TV23 telephones.
- Physical violence, or the threat of physical violence.
- Rude, discourteous or raucous behavior such as screaming, yelling or cursing.
- Activities or conduct that disrupts the activities or operations of TV23 or the ability of others to conduct business.
- Derogatory language about an individual or group (as determined by TV23's sole discretion).
- Harassment, including sexual harassment, of any employee, user or guest of TV23.
- Sexual activity or obscene conduct in the facility.
- Nudity (as determined by TV23 Program Coordinator and/or committee members) anywhere in the facility.
- Activities that may result in unsafe or unsanitary conditions.
- Any other inappropriate behavior as determined by TV23 in its sole discretion.

3.13 Failure to Comply with Stated Policies, Code of Conduct and/or Applicable Law

TV23 will make every reasonable effort to inform individuals about program submission, bulletin board and studio/equipment usage prohibitions when a violation has occurred and to end those violations. TV23 reserves the right to take any action with regard to program scheduling and transmission, bulletin board submission and content, and studio/equipment usage to comply with applicable law and to ensure compliance with these policies, including but not limited to immediately suspending access rights to offending individuals.

Submitting false information in connection with scheduling a program or bulletin board event or using the studio or TV23 equipment will result in cancellation of use of TV23 facilities and restrictions in future submissions.

Failure to provide programs according to a previously agreed-upon schedule will lead to program cancellation and restrictions in scheduling future programs.

3.14 Disciplinary Actions

Failure to comply with TV23 policies, including the TV23 Code of Conduct may result in future restrictions on access to TV23 facilities, or ultimately to expulsion and/or banning from TV23 facilities.

Discipline for infractions will attempt to be in line with the severity and if applicable the repetitive nature of the infraction(s). Infractions will be treated as being in one of two categories:

- Less-severe infractions (e.g., equipment returned a day late or promised shows missing at the time they were to be shown)
- Higher-severity infractions (e.g. irresponsible actions that might cause harm to equipment or to personnel)

For all infractions, TV23 will notify the individual who has been cited for the infraction in writing within 3 business days of the status and within 10 business days of the committee's determination of what the consequences are.

For less-severe infractions, consequences are based on the following guidelines:

- For the first infraction – a warning will be given that they are on notice and the consequences of repeated violations.
- For the 2nd infraction within a year – a suspension from using TV23 facilities for up to 30 days, based on the particulars of the infraction
- For a 3rd infraction within a year of the 1st infraction – continued suspension for longer than 30 days, as determined by the TV23 committee.

For higher-severity infractions, consequences are based on the following guidelines:

- For the 1st infraction – a suspension from using TV23 facilities for up to 1 year.
- For a 2nd infraction within 3 years of the initial infraction, continued suspension for an amount of time determined by the TV23 committee and agreed to by the Town and Village boards. This suspension can be for a set duration or it can be made permanent, depending upon the severity of the violation(s).

Any member of the TV23 committee, Town or Village liaisons or the Program Coordinator will make the initial determinations of when an infraction has occurred. They can and will shut down the studio or take any other action in the interests of TV23. And they will involve the police whenever warranted.

The observing committee member(s), liaison person(s) or coordinator are responsible to notify the others in this involved pool by email within 24 hours of the infraction being observed. The "within 3 days" communication to the violator will come from the committee chair, with the review and agreement of the liaisons. The liaisons will involve the Town and Village boards based on the severity of the incident(s).

3.15 Appeal

Individuals who feel they have been denied fair access to channel time for programs, to bulletin board announcements and/or to the studio or TV23 equipment as described in these policies may submit an appeal to the TV23 Committee. Committee appeals should be in writing. The Committee will attempt to respond to the appeal within 60 days of receipt, and any cable casting restrictions will remain in effect pending the outcome of an appeal.

Committee decisions can be appealed to the Town Board or Village Board, depending upon whether the individual is a resident of the Town or Village.

4. PROGRAM SUBMISSION POLICIES

4.1 Responsibility for Program Content

Saugerties public access channel requires producers and other individuals submitting programs to submit a signed and completed Channel Time Request Form (Appendix A) and Program Agreement (Appendix B) prior to the cablecast of any program.

Among other things, that Program Agreement provides for the program provider's indemnification of TV23 for any violations of TV23 policies or the law, and requires a certification that such programming in fact does comply. All program agreements must include the name and address of the channel user. If the individual submitting a program is not the program's producer, the individual must also submit the name and address of the program's producer.

Certain ongoing program submissions from Saugerties (Town or Village), Ulster County, New York State, or the United States Federal governments, or from Town, Village State and recognized U.S. public service organizations are exempt from the signature requirement on the Channel Time Request Form. These submissions are pre-arranged with the Program Coordinator and/or TV23 Committee Member, and only the Program Coordinator (in consultation with the TV23 committee as necessary) can waive the signature requirement on this basis, either on an individual basis for ad-hoc submissions or on an ongoing basis, for regularly scheduled programs.

4.2 Technical Standards

TV23 accepts programs submitted on VHS tape, S-VHS tapes, DVD or mini-digital videotape (mini-DV tape).

Tapes submitted to TV23 must meet minimal technical standards in order for proper cablecast of your videotapes. TV23 accepts only one program per videotape. Tapes should begin with at least 10 and up to 60 seconds of uninterrupted video, prior to the start of the actual program (pre-roll). This video can be any combination

of color bars, countdown or black. Tapes should also have 120 seconds of black following the end of the program (end roll). Submitted tapes that contain multiple control track breaks, noticeable video dropout, extremely low audio, and/or no pre-roll and/or end-roll do not meet these standards. Tapes that are damaged or in a state of decay, and are hazardous to TV23's playback equipment will not air. Submitted DVDs or CDs that are found to be warped or cracked will not be accepted for air. Any recording media that does not meet TV23's technical requirements will result in the producer receiving a warning letter. Any continual problem(s) will result in immediate program cancellation.

- VHS, S-VHS and mini-DV Tapes.** VHS and S-VHS tapes must be recorded in the SP (two-hour) speed. Programs recorded in stereo will be played back in mono where both tracks are combined.
- DVD.** DVDs containing submitted programs must include a menu with the desired program being a selectable menu item.

4.3 Address Verification

Program providers and submitters of bulletin board items may be required to provide satisfactory evidence of their residence address. Satisfactory evidence may consist of one of the following:

1. ACCEPTABLE FORMS OF ID (***MUST BE CURRENT WITH PHOTO***):
 - a) State-issued Driver's License
 - b) State-issued Photo ID card
 - c) U.S. or Foreign passport
 - d) Utility bill or tax bill

Program providers are responsible for submitting changes in address in writing to TV23 along with satisfactory evidence of the change in address.

4.4 Representation of Authorizations

Channel users must represent that they have obtained all necessary permission for material and individuals appearing in their programs. Channel users are required to provide satisfactory evidence of such permission upon request by TV23.

4.5 Program Scheduling

TV23 will, to the best of its ability, provide channel time as requested on a first-come, first-served basis, subject to the policies and guidelines herein. TV23 will schedule programs within the parameters of overall program composition and flow, taking into consideration audience building and the representative diversity of programming on the access channels. TV23 will also exercise scheduling discretion to ensure access for new channel users, single programs, series of limited duration, and special events.

The Channel Time Request Form includes entries that ask for desired air dates and times. Refer to Saugerties' weekly papers or <http://villageofsaugerties.org/tv23> for the current program schedule. Note that there are some days and times that are reserved for regular, weekly programs. (These reserved days/times are covered at the above Web page.)

The default is for scheduling to involve 1 scheduled date/time. The maximum is 3 per submitted form. Special arrangements can be made for more than 3 showings, if prior agreement has been worked out with the TV23 Committee.

If programs are to be included in the Saugerties weekly paper listings (and on the Web site), the submitter must plan ahead and follow these steps.

1. Submit the program along with the Channel Time Request Form at Town Hall at least 3 days ahead of the desired air date.
2. Send an email with the program's title, duration, description and desired air date(s) and time(s) to lighthouse@saugerties.ny.us

Every attempt will be made to include programs submitted by the end of a given week (midnight Sunday) in the listings for the following week's weekly papers (which cover Thursday through Wednesday).

While every attempt will be made to accommodate specific date and time requests, there are no guarantees that all requested dates and times can be fulfilled.

For information on programs that are part of a series, refer to the section Series Programs on Page 15

4.6 Program Priorities

Saugerties public access channel prioritizes scheduling in the following order:

- 1) Saugerties residents and Saugerties organizations submitting and producing their own programs.
- 2) Saugerties residents and Saugerties organizations submitting programs that contain fifty percent or more material produced by someone other than the individual or organization submitting the program.
- 3) Saugerties program providers submitting series also appearing on another cable channel within Saugerties.

4.7 Single Programs

A portion of the public access channels will be allocated for single programs. A single program or "special" is defined as a program that is scheduled for a single time slot rather than on a recurring basis. A portion of the public access channels will be allocated for single programs and series of limited duration (for example, a three-part special program). Channel users may request time for single programs at any time. **All single program requests must be accompanied by the media to be used to cablecast the program.** Generally, single programs will be scheduled within two weeks after submission. TV23 will schedule single programs as requests are received. TV23 will schedule a half -hour special for three time slots. Programs

that are an hour long will be scheduled for two timeslots. A half-hour program and an hour program will be guaranteed to have one prime time airdate and will be scheduled subject to available channel time. Programs longer than an hour will be guaranteed one time slot. One additional play may be scheduled subject to available channel time and at the discretion of TV23.

Program providers are limited to scheduling one single program per month. Single programs will not be scheduled while the same program is scheduled as a series.

4.8 Series Programs

A program series is defined as a number of episodes, under one single title, scheduled at regular times (for example, weekly, biweekly, or monthly). TV23 divides the scheduling year into thirteen-week quarters. An "original episode" is defined as a program that, in whole or in substantial part, has not previously appeared on cable television in Saugerties, at any time, regardless of the channel:

A weekly series requires eight original episodes per quarter;

A bi-weekly series requires five original episodes per quarter;

A monthly series requires two original episodes per quarter.

Series program providers are required to submit an episode for each week their program is scheduled.

Channel users will forfeit their series time slot for failing to provide the requisite number of original episodes within a quarter. Program providers are required to identify which of their episodes are "original" upon submission. False identification of an episode as "original" will result in cancellation of the series time slot.

4.9 New Series

TV23 will schedule all eligible series submitted by Saugerties residents and organizations on a quarterly basis. **All series requests must be accompanied by some acceptable media (videotape, DVD, mini DV tape) which will be scheduled as the first episode of the series.** *Series program providers seeking a time slot will be required to submit proof of residency, as outlined in the **Address Verification** section. Series applications will not be considered completed until this information is provided.* All requests received and verified by the designated submission deadline from first-time series program providers and program providers who have not had a series scheduled for one year or more will be scheduled for the proceeding quarter. Saugerties public access channel will attempt to contact program providers in the order in which the requests are received. Program providers should check with TV23 45 days prior to the beginning of the quarter, if they have not been contacted.

New series providers will be asked to provide three alternative time slot choices. TV23 will schedule the series as close as possible to one of the requested time slots.

New series may remain in their allocated time slot for an additional quarter for a total of 26 weeks.

Program providers are limited to scheduling one series at a time. Two or more series regularly featuring the same host or guest will be treated as the same series regardless of the program provider. TV23 will make a limited number of fifty-nine minute series slots available; the remaining series slots will be twenty-nine minutes.

4.10 Continuing Series

Program series providers may request renewal of their programs for additional thirteen week periods beyond the first six months. However, continuing series are subject to scheduling changes, reduction in series frequency or length, or cancellation depending upon the number of requests received from new series providers. If a scheduling change is necessary to accommodate a new series request, TV23 will be guided by the program priorities listed above.

Continuing series program providers may request a change in their existing time slot. Program changes will be scheduled in accordance with the above program priorities and after all new series request have been scheduled.

4.11 Fill Programs

In our continuing effort to provide diverse programming to our viewers, TV23 may request fill programs or “fillers” from our program providers who have demonstrated their commitment to the Saugerties community. TV23 reserves the right to determine if said program(s) clearly identifies with TV23’s mission statement. Fill tapes are programs that are scheduled to air in a vacant timeslot. These tapes are scheduled at will, and staff is not obligated to inform producers when fill programs will air.

4.12 Preemption of Programming

If TV23 receives requests from channel users seeking airtime for unique, timely programming that may be deemed beneficial to TV23 viewers, programs may be preempted. The following guidelines will apply:

1. The Channel User shall provide an explanation or description of an overwhelming public interest not served by another outlet and/or
2. Emergency, life-saving information would be provided by the preemption and/or
3. TV23 makes an early request to the producer holding the slot and permission is granted.
4. Permission to preempt must be granted by the Program Coordinator, who should consult with the Committee Chair Holder or in his or her absence, another committee member.

In the event of a rescheduling of programming, the updated schedule will be shown on TV23.

4.13 Transferring Time Slots and Program Substitution

Time slots may not be transferred to another program provider. Program providers may not substitute other programs in their allocated time slots.

5. BULLETIN BOARD SUBMISSION POLICIES

5.1 Responsibility for Bulletin Board Content

Responsibility for the content of bulletin board items rests solely with the individual or organization submitting the bulletin board item.

Announcements on the bulletin board are designed to publicize events, organizations or meetings of interest to the TV23 viewing audience.

Any not-for-profit charitable organization or agency, government or quasi government agency, service organization, church or not-for-profit group or membership organization within our viewing area is invited to submit information on specific events under their sponsorship. Publicity chairpersons or other authorized representative who wish to have a specific event or activity listed may email them to lighthouse@saugerties.ny.us Alternately, their listings may be submitted in writing and mailed, faxed or delivered to the Saugerties Town Hall, attention: TV23, 4 High Street, Saugerties. Fax number is 845-246-0159.

Submissions from groups that are clearly discriminatory, editorial in nature, or intended to make controversial political, religious or other statements will not be aired. Greetings or congratulatory announcements are not appropriate for the bulletin board but can be included in individual programs. TV23 bulletin board items are intended to be informative, but are not intended to evoke points of view, either in picture or word.

The TV23 committee reserves the right to publicize its programs, schedule, and any other announcements on the bulletin board at its discretion. In the event of an emergency, the Saugerties Town and Village police will take precedence, and priority will be given to that emergency. See APPENDIX C for more information about police use of TV23 for emergency situations or notifications.

If any submissions are questionable, according to those submitting the data, these announcements will be referred to the TV23 committee for a determination about their suitability. The individual (group) submitting the announcement will be notified of this referral, so he/she/they can attend the committee meeting at which it will be discussed.

Committee decisions concerning submissions for the bulletin board are final, albeit subject to review by the Town and/or Village Boards, if escalated.

5.2 Bulletin Board Submission Requirements

Submissions are typically emailed. But if they are submitted on paper, they must be typed or printed legibly, on a post card or similar paper, submitted in a timely manner and include the following information:

1. Name of sponsoring organization
2. Nature or type of event
3. Day and Date of event. If this is for an ongoing event, the date the announcement should be terminated.
4. Time or times of event
5. Exact location where event is being held
6. Details as to costs of admission or donation, and, if tickets are necessary, where they may be obtained.
7. Telephone Number where viewers can get further information (an e-mail address can also be included, but does not replace the telephone number).
8. Any graphics or additional information or details that would help us publicize the event.

The following additional information is required so that we may verify details of information submitted, but will NOT be cablecast:

1. Name of authorized representative submitting information
2. Mailing address for sponsoring organization
3. Daytime and evening telephone numbers where information may be verified

When the nature of the organization is questionable, proof of non-profit status or charitable nature of the organization may be requested prior to publication of the information.

5.3 Suggested Format

Submissions should be as brief as possible so they can be read by the viewer during the time the announcement is displayed on the screen (usually about 12 seconds). Announcements that include 30 words or less are ideal. The maximum number of words used should be 50.

Bulletin board items should be written in a way to try to give the most important information first. It is suggested the name of the sponsoring organization appear first, followed by the event name, then the place, date and time of the event. Each listing should devote at least one line to "FMI" (for more information).

Event Examples: United Methodist Church
 YARD SALE
 10 AM – 5 PM on Saturday, June 99th
 Make believe Road
 To Benefit the Church School
 FMI: call Fred at 246-0000

5.4 TV23 Rights to Edit Bulletin Board Items

TV23 reserves the right to edit any and all submitted bulletin board items, for clarity, brevity and design purposes. Every effort will be made to get across all essential information from each original submission.

5.5 Duration of Announcements

TV23 distinguishes between two main types of announcement:

- Static event announcements . . . these typically announce an upcoming event and therefore have a natural end date associated with them.
- Organization or service announcements and/or repeating event announcements . . . these announce an organization or service, and may include a regular, ongoing (weekly, monthly) schedule of meetings. An example of an organizational announcement is the Democratic Committee announcement. An example of a service announcement is the SPCA announcement. The former includes an ongoing meeting (4th Tuesday of each month). The latter just provides contact info.

The Program Coordinator is responsible for ensuring static event announcements appear only when they are relevant.

For organization or service announcements and/or repeating event announcements, the person or organization submitting the announcement must renew them each year, during the month of January. This is to ensure the information being displayed is still relevant. TV23 will do its best to contact each owner of an organization, service, or repeating event announcement at the beginning of each year, to determine if the announcement is still relevant. But it is ultimately the responsibility of each person submitting an announcement to renew the announcement as soon after January 1st as possible.

5.6 Advance Notice in Bulletin Board Announcements

We will restrict typical advance notice of an event in a bulletin board item to 1 month. In most cases, this should provide adequate advance notice for all events that bulletin board submissions are intended to address.

Without this restriction, we unnecessarily increase the number of bulletin board items shown, and thus the length of time it takes to view all bulletin board items.

The TV23 committee will determine exceptions to the above rule, based on its regular review cycles. The usual appeals process (TV23 committee and then the Town and Village Boards) applies.

6. STUDIO AND EQUIPMENT USAGE POLICIES

Lighthouse TV23 is an asset for people in the TWC Saugerties viewing area. The TV23 committee believes it is important that a safe and creative environment must be maintained for any users of its equipment or facilities. Thus, we have put in place a “Code of Conduct” (see Page 10) and the policies outlined in this section.

6.1 *Basic Rules and Regulations*

Lighthouse TV23 is an asset for people in the TWC Saugerties viewing area to use and enjoy. The TV23 committee believes it is important that a safe and creative environment must be maintained for any users of its equipment or facilities. Thus, we have put in place a “Code of Conduct” (see Page 10) and the policies outlined in this section.

The following sections cover basic rules and regulations relating to both loaned equipment and studio use.

6.1.1 **Loaned Equipment**

Equipment resources are available to residents and to not-for-profit organizations in the TWC Saugerties viewing area. **Free access to equipment is available to certified members only**, for the production of public access programs intended for cablecast on Lighthouse TV23 and may not be used for personal or commercial purposes. Equipment usage shall be free of charge within the parameters set forth in the Section 6.11 “Equipment Use”. Lighthouse TV23 reserves the right to charge reasonable fees to cover its costs for the provision of services outside of the designated parameters of equipment use and reserves the right to refuse to provide such equipment or services.

Any member using equipment is required to have an active certification for equipment use as described in TV23’s Guidelines for Equipment Use. Failure to adhere to the Guidelines for Equipment Use may lead to restrictions in equipment use.

The limit of outstanding (not yet delivered) shows that any one person borrowing TV23 equipment may accrue is 3. Once a person has reached 3 outstanding shows, their requests for additional equipment usage may be refused by the Program Coordinator, under advisement from the TV23 Committee, all town and village liaisons, with the usual escalations and notifications by email or formal written notification as advised by the same groups and committees.

Loaned equipment, whether on site or off site from a Lighthouse TV23 facility, is the responsibility of the designated individual checking out that equipment. That individual will be held financially liable for any theft, loss, or damage to the equipment while it is in his or her care.

6.1.2 Studio Use

TV23 is committed to providing video production facilities and workshop training at no cost for production of non-commercial Public Access programs. All members are welcome to use the facilities in the manner described in these policies and guidelines in accordance with the TV23 Code of Conduct (Page 10).

Facility users are responsible for the care of the equipment they use. Lighthouse TV23 reserves the right to take any action deemed necessary with regard to equipment usage to comply with applicable law and to ensure compliance with the Lighthouse TV23 Guidelines for Equipment Use. TV23 may require reimbursement for replacement or repair of property and equipment damaged by facility users. At the sole discretion of the TV23 Committee, persons who fail to pay for such reimbursements may be suspended or banned from use of the facilities. For details on how such matters are handled, see section 3.11.3 "Disciplinary Actions".

The TV23 Channel, its equipment and its facilities may be used for production of non-commercial Public Access programs only. Commercial programming is strictly prohibited. TV23 may impose fees upon any member found to be using TV23 facilities and/or equipment for non-Public Access purposes. At the sole discretion of the Town and Village Boards, under advisement of the TV23 Committee, such persons may be suspended, banned, and/or charged fees for such violations. They may also lose their airtime.

Following are the rules and guidelines for use of Lighthouse TV23's production facilities. TV23's goal is to balance the demand for equipment use we face from Saugerties's many public access producers with the needs of each producer for adequate time to complete a program for cablecast.

6.2 Production Facilities

Lighthouse TV23's production facilities currently provide digital video cameras and accessories for field production, linear and non-linear editing suites, one three-camera studio, and a dubbing/transfer station. Accessories including tripods, lighting equipment, microphones, and extra batteries can be reserved in conjunction with the cameras for field production.

6.2.1 Editing Suites

TV23 has two edit systems that are available to residents:

1. Laptop: Loaded with NewTek Speed Edit Non-Linear Edit (NLE) software. Laptop is also loaded with Windows Movie Maker.
2. Tricaster Studio: Loaded with Speed Edit Light

Each system can be interfaced with the full studio compliment of equipment via the patchbay systems in place. Within budgetary constraints, TV23 has the right

to update or change any of the software as necessary to remain current with the technology.

Edit space is also provided where residents can bring in their own laptops and use their own edit software to finish projects. The software owned by TV23 cannot be removed, copied or modified in any form by any residents.

Any changes or interface requirements must be processed via the program coordinator and completed by the Technical Department, within current budget rules and constraints.

6.2.2 Dubbing/Transfer Stations

The dubbing, transferring, and ingest are available for producers to make copies of their programs or to transfer clips to use for editing or roll-ins. These stations are not intended for personal use.

This station is also used as a Technical Quality & Assurance station for making certain that the projects being set for transmission are up to the standards technically that are set by TV23. This area is not used for topical or content review of material submitted.

See Section 4.2 “Technical Standards” for a list of what qualifies as acceptable material and technical quality for submitting programs.

6.2.3 The Studio

TV23 has one three-camera studio, which requires at least 2 crew members in the control room. It is set up to do live programming and/or record programs onto a digital recording system. The studios are designed so that a small crew can operate them with talent for a simple production. More complex shoots can incorporate a large crew, including up to three camera operators.

The studios feature:

- An analog and digital video environment
- 16-channel audio mixing
- Digital video and audio recording
- Program feed to master control
- Wireless microphones
- Wireless cameras
- Telephones for incoming live calls

6.3 Who is Eligible to Use TV23's Production Facilities?

In order to be eligible to use TV23's production facilities, a user must be at least 18 years old and have a legitimate mailing address in the TWC Saugerties viewing area (a box number is not adequate). The user must be able to verify her/his age and residency and have such verification on file with TV23.

Use of TV23's production facilities is free of charge for eligible producers producing programs for cablecast on Saugerties's public access channels. TV23 does not provide production crew or editors. Anyone operating TV23 equipment must be appropriately certified as described in these guidelines.

6.3.1 Proving Eligibility

The only acceptable proof of identification and residency is the following:

1. ACCEPTABLE FORMS OF ID (***MUST BE CURRENT WITH PHOTO***):
 - a) State-issued Driver's License
 - b) State-issued Photo ID card
 - c) U.S. or Foreign passport
 - d) Utility bill or tax bill

Please note that one of these items must be presented in person.

Mailings, faxes and emails are not accepted. We do not accept School or Work ID's.

6.4 How to Become Certified to use the Production Facilities

After proving your residency, there are four steps you must go through before being able to use the facilities. They are as follows:

6.4.1 Overview of the Process

1. Register for and take an Orientation Workshop(s).
2. Complete a training workshop(s) and become certified in whichever area of the facilities you wish to use.
3. Complete a Studio and Field Workshop.

Each of these steps is explained in detail below.

STEP 1. ORIENTATION WORKSHOPS

Orientation workshops are generally offered one or twice a year and consist of one 1-hour workshops. Individuals interested in registering for workshops must bring proof of identification and proof of Saugerties residency from the list above Monday through Friday 9am-11am by appointment only. So that producers are up to date on polices and procedures, those who are inactive for a period of more than two years must re-attend the Orientation Workshop (and a Producer's

Workshop). Producers who are inactive for a period of a one year must resubmit proof of residence.

Upon completing the orientation workshop, producers may then enroll either for a training workshop or a hands-on certification test for a particular facility. In the orientation workshop we discuss what public access is, why it is important and how it has evolved. We also give a tour of the facilities, an overview of our various departments and workshops as well as review TV23's procedures and policies. We recommend that you become familiar with as many of our procedures and policies before the workshop and come to the orientation with any questions you may have.

This workshop is not a technical or training workshop on the equipment. Because of this, everyone interested in either taking a training workshop or becoming

STEP 2. CERTIFICATION

Before reserving field equipment, an editing suite, or a studio, a producer must attend orientation, the Producers' Workshop, and be certified in the particular facility she/he wishes to reserve. Certification includes attending all classes, successfully completing all homework or internships and participating in and completing an individual or group project. Currently, training workshops offered include:

Field Production Workshops

Studio Production Workshops

Audio: Studio and Field Workshops

Producers who have been inactive for more than one year or who show inadequate ability to operate the equipment can be asked to take a test, have a consultation with the production department or take a refresher course in order to go on utilizing the facility.

FIELD PRODUCTION WORKSHOPS

BEGINNING FIELD WORKSHOP – This class teaches the basics of audio and video using a consumer level simple 3chip camera, such as the **This is a project based class.**

STUDIO PRODUCTION WORKSHOPS – THREE CAMERA

STUDIO CAMERA - This workshop will enable the producer to work as a camera operator or floor manager. Studio procedures, setup, placement and operation of studio cameras, crew communication and microphone choice and placement are covered in this workshop. Producers will be studio camera certified upon the successful completion three workshops, a lab class, homework, written and hands-on tests, and an internship on a certified TV23 producer's studio shoot.

Studio Control Room - This workshop covers the basics of video and audio production in a control room environment. Areas covered include basic switching, basic keys and special effects, integrating graphics and videotaped elements, audio mixing basics, robot camera, teleprompter operation, and Web-based content integration. With the successful completion of 5 workshops, one lab class, homework and a 28-minute program, producers will be studio control room certified.

DEFINITIONS:

Editing: Non-Linear

Prime Time Studio: 3-camera studios Mon.-Fri. 9AM to 12Noon and all PM times must be scheduled in advance, including weekends.

Camera Package: Camcorder along with any additional equipment (tripod, mics etc.)

A given producer may not have more than one open project at a time. An open project is defined as a project for which production has begun, but which is not yet completed and submitted for cablecast. This means that if you are using TV23 production facilities to produce a series program you may not use the facilities to produce a single during that quarter, unless prior approval is given by the Program Coordinator. Likewise, if you are using TV23 production facilities to produce a single you may not use the facilities for another single or for a series until the current single is completed and submitted for cablecast, unless prior approval is given by the Program Coordinator.

In extenuating circumstances a producer may deactivate an open project. Project deactivation is strongly discouraged due to the substantial loss of numerous resources invested by both TV23 and the producer. Producers wishing to deactivate a project are responsible for providing TV23 with proof demonstrating a legitimate reason to be unable to complete a given project. At that time TV23 staff will meet with the producer to consider all reasonable means of salvaging the project.

6.5 Reservations

Once a Channel Time Request Form has been entered in our system, and all mandatory classes have been attended and certified, you may begin making reservations for those areas of the facilities in which you are certified. All reservations are non-transferable, meaning that we will only check out studios, editing rooms, and field equipment to the person in whose name the reservation was made.

To make reservations, simply come in person to the TV23 studio (from 8 AM to Noon) or call or email the Program Coordinator at 845-246-2800 x341 or lighthouse@saugerties.ny.us from 8 AM to Noon Monday through Friday.

Linear editing suites may be booked a minimum of two and a maximum of five hours at a time. Non-linear editing may be booked a minimum of 2 and a maximum of 4 hours at a time.

The three-camera studios may be booked for a minimum of two and a maximum of four hours per session. To obtain more than a two-hour session producers will have to make a request in writing demonstrating a need for additional time. The Studio Planning Form must be submitted before the studio time can be booked. All requests are to be approved by the Director of Production Services or an assignee of the Director's choosing. All set-up, taping, and cleanup must be completed within the designated time.

6.6 Wait List

If you would like to use the non-linear editing equipment or Dubbing/Transfer Stations but do not have a reservation and it is reserved when you want to use it, you may ask to be put on the Wait List. The Wait List works on a first come, first served basis and you must be in the building in order to have your name placed on it (you cannot call ahead to get on the list). If the desired suite becomes available, you will be informed by a production staff member and then may use the suite for the maximum allotted time (4 hours for iMovie, 6 hours for linear editing, and 2 hours for dubbing) OR until the next reservation. Once the available time is up, you must leave the room but will be allowed to get on the Wait List for another room.

You may not be on the list for a linear editing suite at the same time as occupying a similar one. For example, if you are already in an editing suite with only a DV record deck, you may not be on the list for another suite with only a DV record deck. You may, however, be on the list for a suite with an SVHS record deck while in a room with only a DV record deck and vice versa.

The Wait List is a courtesy for producers who do not have reservations. Putting your name on the list will not guarantee editing or dubbing time.

6.7 Cancellations

Reservations for the following must be canceled two full business days in advance:

Field Production Equipment and the Studios

Reservations for the following must be canceled one full business day in advance:

Editing Suites, Dubbing Station, Express Studio

Cancellations can be made in person or over the phone during our general operating hours, or by leaving a message at 246-2800 extension 341. Producers should also make a note of who they spoke to when canceling their reservation.

6.8 Equipment Pick-Up

The field equipment may be reserved for a maximum of forty-eight hours per check-out (not including the weekends). Reservations for field equipment must be made at least two full business days (48 hours) prior to the requested checkout date. There must be at least two business days (48 hours) between camera reservations. For example, a producer may not pick up a camera the same day as returning one. Severe penalties exist for returning equipment after the scheduled return time.

IF YOU NEED TO CHANGE THE TIME OF YOUR PICK-UP, YOU MUST CALL BEFORE YOUR SCHEDULED TIME (SUBJECT TO AVAILABILITY OF FIELD STAFF)

**Due to heavy weekend usage all Friday return packages must be returned no later than 5PM on Fridays, special circumstances may apply.*

FAILURE TO CONTACT THE PROGRAM COORDINATOR WITHIN 48 HOURS OF A SCHEDULED RETURN COULD RESULT IN A CRIMINAL COMPLAINT REPORTED TO THE POLICE.

*Exceptions to the late cancellation policy will be made for producers who can provide adequate documented proof that a legitimate emergency caused their late cancellation. Cancellation by all or part of the crew or talent or personal appointments that run late do not constitute a legitimate emergency.

6.9 Equipment Use

6.9.1 Production Facility Hours

Field Equipment check-out and check-in
Monday - Friday 9am-11am, also PM and weekend pickups by appointment
arranged via the Program Coordinator only

Reservations and Cancellations
Monday - Friday 10AM-11AM

Edit suites: NLE 1 &2, TRICASTER
Monday - Friday 9:00 AM to 11:00AM, PM and weekends by appointment
arranged via the Program Coordinator only

Studio Hours

Monday – Friday 9:00AM to 11:00AM, PM and weekends by appointment arranged via the Program Coordinator only.

6.9.2 Field Production Equipment

CHECK OUT

Once a reservation has been confirmed, producers may come check out their equipment at the scheduled time. If a producer fails to come at the scheduled time, they will be penalized for future reservations.

Any defects, missing parts, or damages must be noted on the checkout form by the producer. If the TV23 staff member feels at the time of checkout that the producer does not demonstrate adequate competence with the equipment she/he may refuse to release the equipment to the producer.

The producer and the TV23 staff member must sign the checkout form verifying the equipment to be checked out. This form states that the producer accepts full liability for the equipment from the time it is checked out until an authorized TV23 staff member checks it back in. We will only check out field equipment to the person in whose name the reservation was made. All reservations are non-transferable.

Only TV23-certified producers may operate the equipment. The individual who checked out the equipment is the exclusive liable party for loss or damage to equipment checked out in her/his name, regardless of who was operating the equipment at the time of loss or damage.

RETURN

Equipment must be checked in on or before the scheduled check-in time, and may only be returned during designated check-in hours (Monday through Friday 9AM-11AM). Due to heavy weekend usage all Friday return packages must be returned no later than 11:30AM on Fridays, special circumstances may apply.

Only the producer in whose name the equipment was checked out, or an Authorized Agent on that project who is certified in field equipment may return equipment. A producer returning equipment late will be sanctioned. Please refer to the point system section of these guidelines for specific sanctions.

Equipment can be returned earlier than scheduled time.

At the time of return a producer may be required to set up and test each piece of equipment in the presence of an authorized TV23 staff member to verify that it is in working order. * Any defects, missing parts, or damages must be noted on the check-in form. Repairs of damaged equipment are at the discretion of TV23. Failure to return or replace missing or damaged equipment within two weeks will result in suspension from all production services. For more information Please

refer to the Missing/Damaged Equipment Form and Policy. A pattern of returning missing or damaged equipment will result in disciplinary action.

Once a staff member has tested the equipment, she/he and the producer must sign the check-in form verifying that the equipment has been returned and is in good working order. Only once this procedure has been completed is the producer released from her/his liability for the equipment.

IN HOUSE FACILITIES (EDITING SUITES, DUBBING/TRANSFER STATIONS & STUDIOS)

Producers with appointments for in house facilities must check in with the production facilities staff on duty ½ hour before their scheduled session begins. At this time they and their talent must sign in. Production facilities staff will then set producers up in the facility. Under no conditions are producers allowed to touch the editing suites, Dubbing/Transfer Stations or studios without first checking in with the TV23 Production Facilities staff member on duty.

We will only check out the facility to the person in whose name the reservation was made. Only TV23-certified users may operate the equipment in the editing rooms, Dubbing/Transfer Stations and studios.

Failure to appear on time for a scheduled session may result in the time being given to another producer. Room reservations will be held for fifteen minutes past the scheduled check-in time before being given away. Producers who will be late can call and we will hold the room for up to 1/2 hour. Producers should call within 15 minutes of their scheduled time. Under no circumstances will a room be held for longer than 1/2 hour from their scheduled time. Repeated lateness will result in suspension of a producer's access to the facilities (see cancellation policy above).

Lighthouse TV23's production facilities are user operated. Producers using the facilities are expected to learn how to operate them in an independent manner. However, due to the numbers of producers we serve at any given time, Production Facilities staff cannot spend an extended amount of time with any single producer, and cannot act as editors, character generator operators, or as crew members for a studio shoot. Producers who are unable to work independently should work at one of the facilities, which offer technician operated services.

Members of the Production Department are available for consultations and training sessions. To arrange for such a session contact Production at 845-246-2800 X341.

Producers experiencing technical difficulties should report immediately to the production facilities staff on duty. If the problem is due to equipment error they may re-schedule the session based on room availability. Producers will not be credited for downtime due to operator error or faulty tapes. Downtime will be

credited starting from the time the producer reports the problem to the production facilities staff on duty.

Under no conditions should producers attempt to connect other equipment to TV23 editing rooms, dubbing system or studios, make technical adjustments, or re-configure the editing rooms, dubbing system or studios.

There is absolutely no eating, drinking, or smoking in the editing rooms, Dubbing/Transfer Stations or studios. Smoking and consumption of alcoholic beverages and un-prescribed or illegal drugs is prohibited on the premises of Lighthouse TV23, or while operating TV23 equipment. Anyone who appears to be under the influence of alcohol or un-prescribed or illegal drugs can be denied use of the equipment. Operation of TV23 equipment under the influence of alcohol or un-prescribed or illegal drugs is grounds for suspension of the producer's access to the facilities.

Producers must vacate the facilities on time. If an edit suite or the dub room is vacant half an hour prior to the facilities closing, that room will close for the night. Producers in the editing rooms and Dubbing/Transfer Stations should start packing up and preparing to leave ten minutes prior to the end of the session, in order to finish on time. Producers in the studio should begin packing up 1/2 hour prior to the end of their session, and the next producer can get in to the studio on time. It is the responsibility of the producer to keep track of her/his own time. A producer failing to vacate a room on time may have their access to the facilities suspended. Repeated refusal to vacate a room when asked by production facilities staff will result in the immediate suspension of the producer's access to the facilities.

Upon vacating an editing room, the Dubbing/Transfer Stations, or studio, a producer must leave it clean and ready for the next producer. The studio must be swept, all curtains returned to their proper place, and all sets and furniture put away.

After completing a session in the facility, a producer must sign out with production facility's staff.

6.10 Editing Suite Guidelines

1. Producers may not edit for more than six hours on any given day.
2. You may not use the editing rooms for dubbing.
3. Producers may not leave the editing suite unattended for more than 20 minutes unless blacking a tape.
4. Producers can only black one tape per reservation in an editing suite. If more than one tape needs to be blacked, this can be done in the dub room.

6.10.1 Dubbing/Transfer Stations Guidelines

1. The Dubbing/Transfer Stations is to be used exclusively for making copies of public access programs which are cablecast on TV23 only.
2. You may only make copies of your own public access program. Application of copyrighted material is strictly forbidden.
3. Use of the Dubbing/Transfer Stations for profit-making or commercial purposes is strictly forbidden.
4. To use the Dubbing/Transfer Stations you must have attended an Orientation Workshop, turned in a Project Information Form, and be certified in use of TV23's equipment.
5. The Dubbing/Transfer Stations may be reserved for a maximum of two hours per day. A producer may reserve either the dubbing station or the transfer station, but may not reserve both. A total of two hours may be reserved per day: two hour for one or the other, or a combination of one hour for each.
6. Reservations for the Dubbing/Transfer Stations must be canceled one full business day ahead of time.
7. The Dubbing/Transfer Stations are staff operated. Producers must fill out a dub request and the staff will set up the dub. Producers are responsible for watching the dub throughout the recording.
8. Use of the Dubbing/Transfer Stations without a prior reservation will be permitted at staff discretion.
9. Due to a shortage of available editing time, you may not use the editing rooms for dubbing.
10. Any violation of these guidelines will lead to loss of privileges and/or suspension.

6.11 Studio Use

STUDIO RESERVATIONS GUIDE

- | | | | |
|----|--|------------------------------------|--|
| 1) | Studio Reservation Hours: | Monday - Friday: | 9-11am |
| 2) | Studio Hours: | Monday - Friday
PM and weekends | 9-11am
by appointment with the
Program Coordinator |
| 3) | Prime Time Studio: | Monday - Friday
PM and weekends | 9-11am
by appointment with the
Program Coordinator |
| 4) | Live shows will be booked one week in advance of recorded shows | | |
| 5) | Studios are to be reserved at least two days in advance | | |
| 6) | Studios are to be cancelled at least two days in advance (Late cancellation if you are canceling Mon. on Fri.) | | |

- 7) Studios are to be booked a maximum of four (two) hours per day, in a block. Studios are to be booked a minimum of two hours per day, in a block.
 - 8) A producer can ONLY book ONCE in the studio per day. No booking for two or more projects per day.
 - 9) A producer is to book a studio under his/her name ONLY, regardless of project.
 - 10) Only Studio Control Room-Certified Producers may make reservations for the studio.
1. Two hour timeslots will automatically be given to producers reserving the studios. Producers requiring more than 2 hours will be required to submit a pre-production planning form. Three and four hour requests will be granted at the discretion of the Director or the Assistant Director of Production. This time includes all set up, including setting up sets, lighting, and audio set up, as well as all break down, including striking set, returning cameras to proper position, checking in all microphones, cables, intercoms and other equipment, and any other clean up, including all trash disposal and sweeping the studio floor.
 2. For simple programs, producers are expected to produce programs in the studio "live to tape." This means that producers are expected to come out of the studio with a completed program- no need to go on and edit. We encourage use of the studio to produce more complicated programs, which may require editing.
 3. All producers will be assigned a studio facilitator from the production facilities department staff. Studio facilitators are the producer's liaison to TV23 for that shoot, and are available to help the producer in planning and executing their shoot. The studio facilitator will be present the day of the shoot to answer any questions and troubleshoot during the shoot. The facilitator is not available to produce or direct the program or fill any other crew positions
 4. You must be reserved for the studio in order to use the studio.
 5. We will check out the studio only to the person whose name appears on the reservation. You must have at least two certified crewmembers, other than talent for your studio shoot. You cannot be considered talent and crew simultaneously.
 6. You must have at least two certified crewmembers, other than talent for your studio shoot. You cannot be considered talent and crew simultaneously.
 7. People operating anything in the studio must be certified for the Studio, with the exception of Character Generator, Phone Operator, and Floor Manager.
 8. The studio must be used for shooting the project under which the reservation was made.
 9. Only staff is to make adjustment on the Camera Control Units.
 10. The studios are used for shooting, screening, or conducting workshop. It is not used for editing or dubbing.
 11. The studio must be left clean and neat after the shoot with all furniture put aside, and garbage tossed away.
 12. No climbing on any equipment without the approval from staff.
 13. No adjustment of lights without the approval from staff.
 14. No dragging furniture, props or other items on the Studio Floor.
 15. No food or drink is allowed on the studio floor and in the studio control room.

16. Smoking or anything that results in smoke (incense, cooking, magic acts, etc).
17. Open Flame
18. Conduct that endangers the safety of any individual or group, including stunts or illusions for visual or sound effects which could be potentially dangerous to person(s) or property or equipment.
19. Reporting more than one hour late to the studio may result in losing the reservation.
20. The producer must hand the equipment back to Production and sign out before leaving the premise.

6.12 Live Programming

Producers wishing to do a live program should be aware of the challenges involved in creating a production in real time. Producing quality live programming in a consistent and timely fashion demands good organizational and production skills. Live programming can be an exciting and effective means of dialogue between a producer or production group and their community or audience. We encourage producers to explore this means of communication, while being conscious of the difficulties involved.

Producers of live programming must coordinate studio availability with open time slots for programming. It is the responsibility of the producer to make the necessary arrangements with both the Program Coordinator and the Production Facilities Department. This means that producers must make studio reservations with the Program Coordinator as well as reserving a time slot on the channels with the Program Coordinator in order to produce a live program. A producer who makes a reservation for a live program must go live. If there are unavoidable problems that will prevent a live program from happening on its schedule, reasonable effort must be made to inform the TV23 Program Coordinator at least 48 hours before showtime. Showing or substituting a taped show during a live studio reservation could result in the cancellation of the program or and possible penalties. See Section 3.14 "Disciplinary Actions" for details. Live programs should begin on time, and no live program will be allowed to run overtime, unless such allowance has been agreed-upon in advance.

Producers acting in violation of the policies guidelines, and Code of Conduct of Lighthouse TV23 on air or in the course of producing a live program are subject to immediate suspension of their access to TV23's facilities. Please see the "Disciplinary Actions" section on page 12 for additional information.

6.13 Guidelines for Producing Programs

Use of Lighthouse TV23's production facilities is exclusively for the creation of noncommercial programs for cablecast on Saugerties's public access channels.


Reservations for equipment and facility suites are nontransferable, and producers are expressly prohibited from seeking or accepting compensation from individuals in exchange for use of equipment or facility suites. Commercial use of the production equipment, editing suites, or the 3 camera studios, is strictly prohibited. This prohibition includes the production of all programming and the use of all equipment for free-lance purposes. Violations of this policy may result in the suspension or termination of production privileges.

Producers using the production facilities may not recover any costs of production. It is the responsibility of the producer to inform TV23 in the event of such financial compensation. Failure to do so will result in suspension of rights to use the facilities.

TV23 may request that productions using TV23 equipment contain some form of credit or use of the TV23 logo during the opening and/or closing sequence of the program. This decision is the producer's.

APPENDIX A. CHANNEL TIME REQUEST FORM

Below is a sample of the 2-page Channel Time Request Form.



Channel Time Request Form

All 6 entries required
(see reverse side)

4 High Street, Saugerties, NY 12477
845-246-2800 x341
Fax: 845-246-0127
lighthouse@saugerties.ny.us

1 Fill out program information

Title: _____

Length: [SS] [HH]:[MM]:[SS] [SS]

Specify hours, minutes & seconds Pre-Roll Actual Program Time End-Roll Pre-roll and end-roll can be color bars, countdown or black. Pre-roll can be 10 to 60 seconds. End-roll can be 30 to 60 seconds.

Description: _____

Producer's name/contact info: _____

2 Select desired air dates and times. Refer to Saugerties' weekly papers or <http://village.saugerties.ny.us/tv23> for current program schedule. Default is 1 date and time. Maximum is 3, unless prior arrangements have been made with the TV23 Program Coordinator (lighthouse@saugerties.ny.us).

Date: _____ Time: _____

Space for additional Date/Time info: → _____

Note that we'll try to accommodate your request, but there are no guarantees.

3 Provide program content category. (Check 1 box only.)

Indicating the type of content will help us schedule your program.

Unrestricted content Restricted content. (For more information, refer to Program Agreement Form, item number 8)

4 Sign the form and provide contact info.

I, _____, in consideration of receiving broadcast time on TV23 have signed and have put on file at the Saugerties Town Hall a Program Agreement form. The programming that I am submitting follows the guidelines stipulated in that form. I understand violations of TV23 policy are subject to punitive measures.

Signed: _____ Date: _____

Contact Info (phone/email/address): _____

Parent or legal guardian signature required, if a minor is submitting content.

5 Indicate handling permissions and method of return

Please do the following after airing: Recycle Return* Hold for pickup*

Please initial below where you wish to give TV23 permissions regarding your submission:

Provide Producer Info _____ Duplicate _____ Copy for Future Playback _____

* See reverse side.

This form dated 6/4/2008. Latest form is downloadable from <http://saugerties.ny.us/forms.html> or <http://village.saugerties.ny.us/tv23>

6 Provide program format, production, broadcast info

My Program is ... <i>(check one)</i>	My Program was produced at or by ... <i>(check one)</i>	My Program ... <i>(check one)</i>
<input type="checkbox"/> Single Program <input type="checkbox"/> Series Program, NEW* <input type="checkbox"/> Renewing a Series* *How many submissions in the series?	<input type="checkbox"/> TV23 Facilities <input type="checkbox"/> Other Access TV Facilities <input type="checkbox"/> Independently at Home <input type="checkbox"/> By a Commercial Facility	<input type="checkbox"/> Was previously broadcast at: _____ _____ <input type="checkbox"/> Was not previously broadcast

Returns: Note that when you submit a program, you are responsible for either a) also submitting a self-addressed stamped envelope with adequate size & postage for returning the submitted media or b) picking it up within 2 weeks of its being broadcast. The media will be available at the Town Hall reception area beginning 2 business days after the program has been aired. Media that is not picked up becomes the property of Lighthouse TV23, 2 weeks after their broadcast, and may be reused for other programming purposes.

For Program Coordinator Use	This Request received on ____/____-____ by _____
Producer ID # _____	
Scheduled cablecast: Day/Date(s) _____	
Time: _____	
If Problem, Requester notified by _____ (phone/email/mail)	
Date of notification: _____	
If request was returned to Requester: returned by _____	
How returned: _____ (phone/email/mail) Date: _____	
For what reason? (audio problem/video problem/other): _____	
COMMENTS: _____	

You may obtain the latest version of the Channel Time Request Form in one of 3 ways:

- o Visit the Village of Saugerties Web site at <http://villageofsaugerties.org/tv23> and click on the link for the form.

- Visit the Town of Saugerties Web site at <http://saugerties.ny.us/forms.html> and click on the link for the form.
- Visit Town Hall (4 High Street) and ask for paper copies of the Channel Time Request Form. For directions to Town Hall, see the map immediately below.



APPENDIX B. PROGRAM AGREEMENT FORM

Saugerties Lighthouse TV23
4 High Street
Saugerties, NY 12477
845-246-2800 x341
PROGRAM AGREEMENT Revised 7/29/2007

1. Channel User (hereafter referred to as "User") assumes all responsibility as producer, originator, author, or distributor of any of the User's programming carried **Saugerties Lighthouse TV23**, the public access channel of Saugerties, NY (hereafter **TV23**). User agrees to indemnify, hold harmless, and defend TV23 and each of its officers, employees, agents and representatives (the "Indemnified Persons") from any claim, liability, loss or damage of any nature whatsoever including, without limitation, reasonable attorney's fees and court costs arising out of, or otherwise in connection with any material supplied by the User in connection with their utilization of TV23.
2. Without limiting the generality of the foregoing, User further agrees to indemnify, hold harmless, and defend the Indemnified Persons from any claims, liability, loss or damage of any nature whatsoever, including reasonable attorney's fees and court costs, arising out of or in connection with any material carried on, transmitted or disseminated by the User on the public access channel in violation of or infringement upon the rights, trade names, or the right of privacy of any other owner, licensor, copyright holder, writer, composer, person, corporation, partnership or legal entity, or by reason that said material constitutes libel or slander.
3. User agrees to defend all actions to which any indemnity stated herein applies and to conduct defense thereof at its own expense and by its own counsel. TV23 shall have the right to participate in such defense with counsel selected by it at the User's expense and User agrees that it will cause its counsel to cooperate with TV23 and its counsel.
4. User individually and, if applicable, on behalf of all members of the organization of which the User is a member hereby releases TV23 and its successors and assigns from any action, claim, and demand whatsoever which the User or its organization ever had, has, and may have against TV23, the other Indemnified Persons and their respective successors and assigns, in connection with programming of material carried on the public access channel including without limiting the generality of the foregoing any mistakes, omissions, or interruptions in the cablecast of User's material, any changes in scheduling User's material or failure to cablecast such material.
5. User releases TV23, its committee members and officers, agents, employees, and representatives and their respective successors and assigns from all liability if the program or material submitted is damaged, lost, or stolen while in their custody except in the case of gross negligence on the part of TV23 resulting in damage or loss of submitted tapes. In such cases of gross negligence, liability will be limited to the cost of replacing a blank videotape in exchange for tapes submitted for cablecast. TV23 will not be liable for and will be held harmless with respect to any and all damages, consequential or otherwise, including without limitation the cost of producing the tape as well as any other related expenses.
6. User warrants and represents that the program(s) that User will be submitting does not contain:
 - a) solicitation, advertising, bartering, or promotion of commercial products, services or transactions;
 - b) material that is slanderous, libelous, an invasion of privacy or made unlawfully;
 - c) material that is obscene; (Obscenity is defined as material that the average person, applying contemporary community standards, would find that, considered as a

whole, its predominant appeal is to the prurient interest in sex and it depicts or describes in a patently offensive manner, actual or simulated: sexual intercourse, sodomy, sexual bestiality, masturbation, sadism, masochism, excretion, or lewd exhibition of the genitals, and considered as a whole lacks serious literary, artistic, political, and scientific value. Predominate appeal shall be judged with reference to ordinary adults unless it appears from the character of the material or the circumstances of its dissemination to be designed for children or other especially susceptible audience.)

- d) material concerning lottery information, gift enterprise, or similar scheme;
 - e) unlawful use of material requiring union residual, or other payment including but not limited to the talent and crew;
 - f) unlawful use of material that is copyrighted or subject to ownership or royalty rights, right of publicity, or other payment.
 - g) political content in violation of the Lighthouse TV23 policies document.
7. User further warrants and represents that submitted material does not violate the provisions or rules and prohibitions set forth by the FCC, the Town or Village of Saugerties, NY, or any public regulatory agency established by statute, administrative rule or other agreement.
8. TV23 wants to provide a means of notifying parents or guardians when programming appears on the access channel that may be inappropriate for children. TV23 also wants to assist people in making informed viewing decisions while providing an opportunity for all forms of expression without censorship and in accord with existing laws. Programs that are not obscene, but do contain repeated vulgar language, nudity, extreme physical violence, extreme degradation, graphic depiction of invasive medical procedures or indecent material will be preceded by a message advising viewer discretion and will be scheduled between the hours of 12:00 a.m. and 6:00 a.m. Indecent material is defined as material that describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards. User shall be responsible for notifying TV23 if their program contains material requiring an advisory message.

It is a violation of TV23 policy to submit for cablecast programming that is obscene or otherwise unlawful.

Notification of air dates and times will be via listings that are planned each week to be posted in the Saugerties Times and Saugerties Post Star weekly newspapers and via the following Web address: <http://villageofsaugerties.org/tv23>

I hereby certify that I have read this service agreement and the TV23 Policies Document, and that any and all programs that I will submit comply with the guidelines in this agreement.

A signed Program Agreement form must be on file at Town Hall and dated for a given calendar year for any program submissions to be accepted from that producer in that given calendar year.

User signature (required) Parent or guardian signature required, if a minor is submitting content.

Date

APPENDIX C. EMERGENCY PROGRAMMING

To be added when finalized.

APPENDIX D. TELEVISION BROADCASTING TITLES

PRODUCERS: Oversee elements of a program, news or segment at a TV station or video production facility. Generating ideas, weighing their merit, finding or writing scripts, selecting technical and creative personnel, and adhering to a budget are high on this job's to-do list. Provide air talent materials to use. Producers brainstorm ideas, write scripts, research information, make contacts, handle call-in, and set up interviews. This person develops and organizes local programs and is responsible for scripting, story development, booking guests and overseeing field production and editing,

TECHNCIAL DIRECTORS: Operate the switcher that determines which incoming video signals are used, and provide transitions (cuts, fades, dissolves, etc.), between cameras and other video sources during live or real time productions.

CAMERA OPERATORS: Set up and operate equipment on the set and in the field with emphasis on angle, composition, precision and mobility. In the news studio, camera operators set up shoots at the request of the director, while the field allow for more creative license.

LIGHTING DIRECTOR: Oversee the set-up, arrangement and selection of lighting on the set with attention to mood, set arrangement and picture quality. Plans all aspects of lighting a production.

EDITORS: Assemble stories from raw footage, voice-overs, music and sound effects. Editorial judgment and speed are required in the newsroom, while commercial productions usually follow a script and/or storyboard. Most editors take direction but work independently.

STUDIO ENGINEERS: Responsible for operating all of the equipment necessary for the production of a program. This includes the studio camera, the audio console, studio lighting, the video switcher, and in some stations, the character generator and the electronic still-storage graphics display equipment.

INFORMATION TECHNOLOGY (IT): As defined by the Information Technology Association of America (ITAA), is the " study, design, development, implementation, support or management of computer-based information systems, particularly software applications and computer hardware." IT deals with the use of electronic computers and computer software to convert, store, protect, transmit and retrieve information, securely.

AUDIO ENIGNEERING: Is a part of audio science dealing with the recording and reproduction of sound through mechanical and electronic means. Computer knowledge and with the advent of the digital age, it is becoming more important for the audio engineer to be versed in the understanding of software and hardware integration from synchronization to Analog to Digital transfers.