

LINCOLN COUNTY TELEVISION (LCTV) POLICIES AND PROCEDURES
[FINAL DRAFT submitted by L. Cooley and K. O'Bryan] (March 23, 2009)

Mission Statement

Our mission is to strengthen the community by:

- Sharing community information
- Exhibiting community arts and talents
- Increasing participation in government and the democratic process
- Fostering liberties of the individual through freedom of speech
- Working with the public and private sectors to promote access to evolving communication technology in Lincoln County

Purpose

Community access requires certain standards of conduct and cooperation. These policies and procedures have been created to protect the rights of access users and assure fair allocation of access resources.

Show Sponsor and/or Producer Responsibilities

The use of LCTV equipment and the studio must be for the purpose of making a production that will appear on LCTV and that may appear on partnering public access stations' channels. Any other use of LCTV facilities and equipment, excluding contracted arrangements with LCTV, must be approved by the LCTV Board of Directors.

Show sponsors and/or producers must:

- Reside in one of the LCTV viewing communities or be affiliated with an eligible nonprofit organization or represent a public institution.
- Complete a Request for Airtime form.
- Agree to take full responsibility for the content.
- Obtain clearances and permissions, as needed, and comply with all applicable laws.

Producers must submit a production for airing on LCTV within six months of first using LCTV equipment and/or facilities.

All shows produced at LCTV and aired in any other way must acknowledge LCTV in the program credits.

Media Format and Documentation

LCTV currently accepts DVD and VHS.

Submitted DVD's or videotapes should be labeled as follows:

- Producer's name
- Program title
- Date when production was completed
- Program length (hh:mm:ss)

Content Guidelines

All programming should comply with the following guidelines:

- Fundraising for eligible nonprofit groups is permissible. Fundraising for political candidates or causes is not permissible.
- Political activities and political points of view are permissible.
- Commercial or obscene material is not permitted.
- Implicit or explicit threats of violence against any person or group of people are not permitted.
- Live shows may be required to use time delay.
- FCC regulations, local, state and federal laws must be adhered to.

Program Scheduling

While LCTV makes every effort to schedule broadcast time on a first-come, first-served basis, LCTV reserves the right to prioritize schedules according to the following priorities:

- Programs produced by residents and organizations located in the LCTV viewing community
- Programs produced outside of the LCTV viewing community

LCTV reserves complete control over when and how often shows will be broadcast within the limitations set by the sponsors and/or producers. Depending on prior scheduling commitments, it may take as much as two weeks between the request for a new show and its first broadcast.

Ownership

Producers own their programs and grant the right to LCTV to broadcast their programs within the limitations set by the sponsor and/or producer.

With the producer's permission, LCTV may also use the program for promotional purposes related to LCTV.

It is the responsibility of the sponsor and/or producer to retrieve their hardcopy material (VHS or DVD) from the station. Or, upon receipt of a self-addressed and stamped return envelope, hardcopy material will be mailed back to the sponsor and/or producer. LCTV reserves the right to dispose of unclaimed material after 60 days.

Promotion

LCTV requires a minimum of two weeks notice for new programming to appear in the LCTV schedule advertised in the newspaper(s). Sponsors and/or producers are encouraged to send their own press releases to local media outlets.

Sponsors and/or producers may submit promotional materials (promos) to highlight their programs.

Producer Eligibility and Certification

1. Producers gain certification upon the successful completion of an LCTV orientation, field course (camcorder), edit course and studio course. Courses may be waived after demonstrating proficiency to LCTV staff. Certification records will remain on file at the studio.
2. LCTV production equipment may only be used by certified producers who are 18 years of age or older. Those under 18 must have the supervision of a certified adult, and have written permission from their parent or legal guardian.
3. Certified producers may be required to take courses in new equipment.

Care and Use of LCTV Equipment and Facilities

1. Producers must complete all necessary forms, i.e., Equipment Loan, Request for Studio Time, Request for Airtime, in order to use LCTV equipment and facilities.
2. Producers must provide a crew and guest log and advise when an audience will be present for each studio production.
3. All LCTV equipment should be handled as instructed during training and during productions with reasonable care and safety.
4. Producers should not change settings or rewire LCTV facilities other than as instructed during training.

5. The producer is responsible for all damages, loss, or cost of repair involved while using the equipment, including furnishings, sets, props, and editing suites. Producer privileges will be suspended until any money owed to LCTV for repairs or replacement is paid.
6. Anyone using LCTV facilities must be careful not to disturb or interfere with other users of the facility.
7. Equipment can be reserved at any time. Production facilities can be reserved up to two months in advance. An LCTV staff person or director should be present at the studio.
8. All items should be returned to their proper place of storage by the producer.

Electronic Bulletin Board

Purpose

The policy of the LCTV Board of Directors is to provide a bulletin board when video programming is not being cablecast as a means for any person or organization in the LCTV viewing communities to announce upcoming events, activities or public services.

It is also the policy of the LCTV Board of Directors to establish any and all procedures necessary to provide a clear, uniform system of accessing this bulletin board, so that the ability to post messages is equal and fair for all members of the LCTV viewing community. This includes quality control that will ensure the bulletin board is used for its intended purpose and that messages are readable.

Content

The following are content guidelines for posting messages on the bulletin board:

- All messages must announce a specific community organization, event or activities with a specific time and place associated with the event or activity. Some examples are: community meetings, nonprofit fundraisers, public services, town sponsored fairs, parades, celebrations, cancellations or schedule/situational changes, public school events, religious services.
- Statements or opinions will not be accepted on the bulletin board unless they are part of an announcement of the event being posted. No profanity or libelous statements will be posted.
- Wording of messages must be concise stating primarily who, what, where and when.
- Slide must be easily read and understood in 10 seconds or less.

Access

Direct access to Carousel, the program that creates slides for the bulletin board, can be obtained by any eligible nonprofit organization located within the LCTV viewing community by requesting a user name and password. To obtain a user name and password, send an email to lctv1@lctv.org with a brief description of the organization. LCTV will email to you your user name and password and instructions on how to use the Carousel program.

If you do not plan on posting more than two slides a year, you may request that LCTV post your slide for you. You may email LCTV a PowerPoint slide, jpeg or the exact text you want on the slide. Please let us know the beginning and ending dates for the posting. [Please be aware that events are posted no earlier than 30 days from the beginning day of the event.] You may also send text-only requests to LCTV by mail at: LCTV, 29 Sheepscot Road, Newcastle, ME 04553. All bulletin board slides are subject to approval by LCTV.

Complaints

Complaints regarding decisions to post or not to post messages on the LCTV Electronic Bulletin Board, must first be made in writing, either by email to lctv1@lctv.org or by post to LCTV, 29 Sheepscot Road, Newcastle, ME 04553. If the person filing a complaint does not receive a response that satisfies him/her within 10 days of submitting the written complaint, the person with the complaint may address the appeal to the President of the LCTV Board of Directors in writing (same addresses as above) for review by the LCTV Board of Directors. The LCTV Board of Directors will issue a written decision to the person filing the complaint/appeal within (30) thirty days of receiving it. All decisions of the LCTV Board of Directors are final.