

Berwick Community Television Policy and Procedures

Updated
3/2/2012

Mission Statement

Berwick Community Television (BCTV) is a cable casting program, which is developed for the citizens of Berwick, Maine. BCTV would not have been possible without the citizens of Berwick, Maine and is created from the franchise fees that subscribed members of Comcast Cable pay monthly. BCTV will provide public, educational, and government (PEG) programs that are informative, educational, and community pride driven. Now, programs such as parades to town meetings will now be possible to be viewed from your home. It is the responsibility of the BCTV committee to ensure that citizens of Berwick are afforded quality and appropriate community television. In providing this service, the BCTV committee shall ensure that this channel is strictly for the citizens of Berwick; since it is paid by you.

Definitions

Access Producer: Refers to a trained resident from the Town of Berwick at least 18 years of age or designated by an eligible non-profit organization that assumes responsibility to produce a video to be aired on BCTV.

Assistant Producer: Refers to anyone who uses BCTV equipment to assist an Access Producer in the production of a video to air on BCTV.

BCTV Committee: Refers to a six member committee consisting of Chairman, Secretary, and Four members responsible for the management and operation of BCTV.

BCTV: “Berwick Community Television”, means the facility and the equipment used to transmit a signal to Comcast Cable to cablecast a program. BCTV is located at the Berwick Town hall in Sullivan Square.

Government Access Programs: Refers to as a resource of the town to address local municipal needs. Examples of these programs are town meetings, local emergency announcements and other events and programs as valued by the local government.

Live and/or Taped Programs: Live coverage of Board of Selectmen meetings are conducted when feasible. These meetings are intended to be carried gavel-to-gavel without editing or editorial comment. Some public meetings, city functions, and special events will be taped for later re-broadcast at various times more convenient to the viewing public.

Non-profit organizations: An incorporated organization which exists for educational or charitable reasons, and from which it does not benefit financially and other entities that support foregoing organizations, such as booster clubs and parent associations.

Production Facilities: Refers to any equipment, spaces or materials owned, leased or managed by BCTV.

PEG Video Provider: assumes responsibility for a program produced by someone else. Each program a Provider wants televised on BCTV must have an Access Registration Form completed per series or individual show.

Public Access Programs: Refers to programming of community interest by Public Access Users. Policies and regulations within regulate the nature of a program and at what time it can be shown.

Public Access User: Is an individual or a non-profit organization residing in the Town of Berwick, Maine and watches BCTV.

Educational Access Programs: Refers to programming set aside for the needs of the educational organizations within the town.

Talent: Refers to anyone who appears in, or is heard in a video production.

Rules of Operation:

1. Eligibility and Certification Requirement for use of production facilities

- A. Production Facilities can only be used by certified Access 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.
- B. An Access Producer must show proof of residence in the Town of Berwick or affiliation with an eligible nonprofit organization. Proof of residency must consist of two forms of identification: (1) Valid State of Maine Driver's License and (2) Utility Bill / Rental Lease or Mortgage with their name and address. The Utility Bill or Lease / Mortgage must have an invoice date within the previous two months. Copies of proof of residency must be kept in the BCTV secured file cabinet. BCTV may request proof of residency at any time.
- C. Affiliation with a nonprofit organization producing in the Town of Berwick must provide a valid Maine Driver's License or Maine photo ID and a letter from the nonprofit organization stating the identified person has the authority to either produce a video or request the cablecast of a program representing the nonprofit and only that nonprofit organization on BCTV. The letter from the nonprofit organization must be on official letterhead of the requesting nonprofit organization and bear a valid Berwick Maine address to include proof of servicing the Town of Berwick.
- D. All assistant producers must be designated in writing by the Access Producer and such documentation must be kept in the BCTV secured file cabinet. Assistant producers may only use facilities under the direction of a certified Access Producer for the purpose of making a video production for the Access Producer with the permission from the BCTV Committee.

- E. Access producers and assistants must be certified. Certification includes successful completion of a BCTV equipment course, edit course and orientation. Only the equipment course can be waived after showing proficiency to BCTV Committee. Records of successful completion must be maintained in a secured location. These courses will be free of charge to Berwick Residents and Eligible Non-Profits and may be scheduled on an individual basis or as a group.
- F. Anyone requesting air time must complete all necessary forms, sign releases, and demonstrate permission to use any copyrighted material.
- G. Eligibility for the use of the bulletin board is limited to nonprofit activities, or activities or information that is clearly of use or benefit to residents of the Town of Berwick, or requested by a resident of Berwick.
- H. Requests to reserve BCTV time, content, and equipment will be done through the BCTV Committee for approval. Appointments will be done via telephone and email.
- I. Editing of program ran on BCTV will be done by BCTV Committee member.

2. Producer Responsibilities

- A. Certified access Producers must comply with the following responsibilities:
BCTV requires the completion of the following forms:
 - 1. **Access Registration Form:** Must be completed by the Berwick resident or Non-profit representative at the time they register for courses, and whenever any information on the originally completed form becomes outdated. All producers must provide identification in the form of a current utility bill or rental lease, and also a driver's / photo ID in order to verify residency of at least six months.
 - 2. **Sponsor / Provider Application Form:** Must be completed by Berwick resident who wishes to request BCTV cable casting services for their videoed programs. The sponsor's name and a local phone number shall be added to the end of the program as a 15 second tag to identify themselves to the community.
 - 3. **User Application and Certificate of Compliance Form:** Must be completed by anyone who wishes to produce any video/audio live or taped program for cable casting on BCTV. In addition, the information provided shall specify if the content is of mature (adult) nature. This form must be completed once a month for each program for which air time is requested. It must be submitted by the 15th of the month prior to the month of broadcast.
 - 4. **Equipment Loan Form:** Must be completed when BCTV Committee member and Producer are checking out and checking in equipment. This form must verify the condition of all equipment being loaned before and

after and bear the signature of both the producer and BCTV Committee member. Producer is responsible for damaged and missing equipment. (Only BCTV Committee members are allowed to loan out equipment to producers.)

B. Other Responsibilities:

1. Except for when producers are using equipment for training purposes, the sole use of equipment must be for the purpose of making a video that will appear on BCTV. Producers must submit a video for airing within six months of first airing. With each submission, BCTV committee reserves the right to determine, without regard to content or quality of the work, if the video production submitted warranted the amount of time for usage of equipment or facility. If the BCTV committee determines that the amount of time is excessive, the BCTV committee may find the producer in violation. (Refer to Corrective Action Procedures Pg. 7, 4(a)).
2. Upon determination by the BCTV committee, producers may have to receive refresher training when new equipment is put into use.
3. Approvals and responsibilities for productions are given to approved and trained producers. Any change in a production producer will require the new producer to seek all approvals and fulfill all responsibilities required.
4. Editing / Production Facilities may only be used by certified Access Producers and Designated Assistant Producers in order to produce a video program to air on BCTV.

C. Reservation Policy:

1. Production Facilities / Equipment can be used / borrowed when requested when facility / equipment have not been reserved prior to request and if BCTV Committee member is available to supervise.
2. Production Facilities / Equipment can be reserved up to two months in advance.
3. Production Equipment cannot be utilized longer than 6 days. Reservations of more than one camera or necessary equipment dictated by BCTV Committee are strictly discouraged.
4. Editing rooms can only be utilized by BCTV Committee members or unless arranged and supervised by Committee Members. If authorized, editing room can only be used for 12 hrs in one week.

D. Cancellation Policy:

1. Access producers are required to provide a minimum of 24 hours notice of cancellation for reserved Facilities / Equipment. Failure to comply may result in suspension and loss of access to BCTV Facilities / Equipment.

E. Care and Use of Facilities / Equipment:

1. The Access Producer is responsible for all damages, loss, or cost of repair involved while the equipment is in the producer's possession. This will be determined by the use of the Equipment Loan forms. Access Producer's privileges will be suspended until any money owed to BCTV for repairs or replacement is paid.
2. Anyone suspected of being under the influence of alcoholic beverage or illegal drugs will not be loaned equipment and may be asked to leave BCTV facility immediately.
3. Anyone utilizing BCTV facilities will follow all Local, State, and Federal Laws and will not verbally or physically abuse any other persons.
4. Theft of BCTV property will be grounds for immediate and indefinite suspension of privileges. This rule is, therefore, not subject to corrective action procedures or negotiable.

3. General Guidelines

- A. Cable casting time is a privilege granted to the residents of the Town of Berwick and eligible nonprofit organizations when requested and all programming shall comply with the following:
 - a. Commercial or obscene material is not permitted.
 - b. Fundraising for nonprofit organizations is permissible.
 - c. Fundraising for political candidates or causes is not permissible.
 - d. Announcements of political activities and political points of view are permissible.
 - e. Any material presented to BCTV that may be in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, license or required permission is not permissible.
 - f. Hidden or overt threats of violence against any person or group of people are forbidden and may be subject to prosecution if in violation of law.
 - g. Insulting or offensive language or comments that may be directed towards an individual or a group that may be defamatory or slanderous is highly discouraged and may be subject to prosecution if in violation of the law.
- B. Shows containing adult content or any other material not suitable for children will be placed in the Safe harbor Area (11pm – 5am). This does not restrict the BCTV Committee to dictate or deem what time line is appropriate to scheduled or produced programs.
- C. BCTV Committee reserves the right to schedule programs as they determine appropriate with preference being given to locally produced programs.

- D. All programs for cable casting must meet the following standards:
 - a. All programs must in a digital format to transfer to a computer either on thumb drive or DVD-R.
 - b. Programs must be properly labeled. Labels will contain the following:
 - 1. Program Title
 - 2. Access producer
 - 3. Date of footage
 - 4. Exact length of program

4. Content / Program copies

Any content / broadcast that is requested for duplication shall be granted through the BCTV committee. A fee of \$15.00 per copy will be charged for the cost of the disk, case, and time for the copying process.

5. Corrective action procedures

A. The following procedures apply to all the above rules, unless otherwise specified. The Access Producer is responsible for knowing, understanding and following all the rules and procedures listed above. Therefore, any actions will be taken in a progressive fashion, with a written reminder for the first violation, written warning for the second and suspension of BCTV facilities / equipment for the third. However, some cases may be serious enough to result in immediate actions, such as suspension of privileges. BCTV Committee reserves the right to impose corrective action appropriate to the violation in all cases.

6. Grievance and Appeal

- A. If an individual disagrees with the corrective action of the BCTV Committee, the individual must first address the grievance with the BCTV Committee.
- B. If the individual does not receive satisfaction through the BCTV Committees within seven working days, the individual must submit a grievance in writing to the Berwick Board of Selectman.

Board of Selectmen

Bart Haley

Bob Crichton

Eleanor Murphy

Bryan O'Connor

Ernie Creveling
