



LCTV POLICIES & PROCEDURES (March 2005)

These guidelines are intended for community members and groups who wish to submit or produce material for broadcast on LCTV.

I. Submissions

Users may submit finished programming for air on LCTV cablevision Channel 20. This is highly encouraged, as the town has only limited production resources at this time. If you have an idea or a script you need help producing, or an event you would like to shoot, please contact the town's Cable Coordinator at lctv@lewisborogov.com. Cablevision Channel 20 is a Government and Educational TV outlet for Lewisboro, and program submissions should be appropriate community-oriented content. All tapes and materials should be dropped in the LCTV box at the Supervisor's office, Townhouse, 11 Main St., South Salem.

II. Program Content

A. Areas prohibited from appearing on the public access channels are those outlined here or as stated by law. These include ADVERTISING, SOLICITATION FOR FUNDS, LOTTERIES, OBSCENITY, DEFAMATION OR LIBEL, CRIMINAL INCITEMENT.

B. No form of commercial content is allowed on LCTV. Do not mention prices, or invite the viewer to visit a commercial establishment. You may not solicit funds in any way or ask for donations for anything.

C. The creator/producer of an access channel cablecast is responsible for all content. LCTV provides guidance, technical assistance, and coordinates programming only.

D. Community members under 18 years of age are not eligible to be unsupervised access users.

III. Technical Standards

A. All edited masters should be in either **DVD or SVHS FORMAT**.

B. The total length of your program must be **29:00 or 59:00**. The producer is responsible for making sure that the program times are accurate. LCTV reserves the right to add "filler" material if your production does not meet these timings.

C. Lead-In Black: There must be a minimum of 30 seconds of "black" recorded at the front of your

S-VHS tape. DVD's should have exactly 30 seconds of black before program, and must be encoded for AUTO-PLAY. The controller is not able to start a DVD from an on-disc menu.

(III. Technical Standards, cont.)

- D. In addition, the tape/DVD and case must be labeled with the following information:
- a. Title of the program.
 - b. Name of producer.
 - c. Length of the program.
 - d. Production date.

E. The producer is responsible for audio and video levels conforming to broadcast standards. There should be no audio or video dropouts on the submitted tape and video levels must not be too low (dark) or too high (hot).

F. In cases where LCTV finds that a videotape is technically unacceptable for cablecast, the videotape will be returned to the producer with advice on how the problem can be corrected or avoided in the future.

IV. Outside Funding Sources

LCTV users may seek funding for their programs from private and/or public sources. LCTV encourages producers to seek outside funding of productions so that the costs of planning, pre-production, production, props, and other aspects of a project can be offset.

V. Acknowledgment of Program Sponsors

An access producer may give credit to an individual, company or organization which underwrites any of her/his production costs. Sponsorship credits must run as a text scroll at the end of the production, and may not include any photos or other media suggestive of advertising.

VI. Commercial Distribution

Producers who create programming using town-owned equipment or resources may not use the program or any of its out-takes for personal profit or gain. The intent of this clause is to encourage productions and programming which best serve the community and to not singly profit any individual or organization.

VII. Copyright Notice

Producers must be aware of all copyrights which apply to images, video clips, and music. Only content which is wholly original or properly licensed may be used in Access Channel broadcasts. Please obtain a release form for all donated or licensed content, where copyright is not owned by the producer.