

WLOOCATV POLICY – Approved March 11, 2008

I SOURCES OF PROGRAMS

1. Programs for/and as contracted with the City of Waterloo.
2. Programs made in the local community. Including programs made by local professional video producers, home video camera owners or other nonprofit organizations using their own equipment.
3. Programs made by independent producers using WLOOCATV facilities and equipment.
4. Programs made at other access centers outside the local community and delivered to WLOOCATV. These do not require an introduction but must identify the producer in the show's credits.
5. Other contract programs. These occur when an Individual or nonprofit organization hires the WLOOCATV staff to produce a program for use on the Access channel. The WLOOCATV staff can supply personnel, equipment and/or help in preparing a script. Persons contracting with WLOOCATV must complete a CONTRACT PRODUCTIONS form.
6. Programs of an informational nature about television access channels and WLOOCATV
7. Programs from outside the community and provided by citizens of the WLOOCATV cable service area. Persons providing these programs must go on camera and identify themselves and the organization, if any, as the provider of the program or place a disclaimer at the beginning and end of the program.

A. SUBMITTING A PROGRAM

1. Programs may be screened for content. (refer to I, C, 3)
2. Anyone submitting a program for cablecasting must submit a CABLECAST INFORMATION SHEET before the program is scheduled. The form includes statements assigning responsibility for the content of the program to the producer or provider

B. LIABILITY FOR TAPE LOSS OR DAMAGE

1. Producers are advised not to submit their master tapes.
2. WLOOCATV is not liable for loss or damage of tapes submitted for cable casting.

C. SCHEDULING OF PROGRAMS

Scheduling is done on a first come, first served basis with these exceptions:

1. Priority may be given to locally produced programs.
2. The schedule will reflect as many different producers as possible.
3. Consideration may be given to selecting appropriate times for specific viewing audiences.
4. A limit of four to six hours per week will be allowed per provider for programs from outside

the community. This is to ensure time for cablecasting of local programs.

5. Every effort will be made to Provide timely cablecasting for videotaped programs whose interest is immediate and of short duration.

6. Upon request, programs shorter than two hours may be scheduled at least twice upon one submission, time permitting. The same program may be resubmitted two months after its last cablecast date.

7. Any producer may submit a program for the tape library. Programs of 30 minutes or less may be added to WLOOCATV library tapes. Programs of longer 30 minutes will be added to the library if the producer supplies a high quality copy or high quality videotape on which the staff can make a copy. Library tapes will be cablecast at the staff discretion.

D. TECHNICAL STANDARDS

1. Minimal technical standards are to be required for cablecasting.
2. These determinations will be made without regard to content.
3. Videotapes must have a clear audio and video signal with an unbroken control track
4. Programs on VHS tapes must be recorded at Standard Play (SP) Speed.
5. A **New**, good quality name brand videotape must be used.

II. TRAINING AND CERTIFICATION

A. TRAINING

WLOOCATV offers orientation, training and certification for persons wishing to use access equipment.

1. Orientation is a prerequisite to all video production workshops.
2. A fee is charged for most video production workshops. To sign up for a Orientation or workshop, a person must complete a WORKSHOP Information SHEET
3. Persons using access equipment must be certified by WLOOCATV staff.
4. Certified producers must complete a Producer's APPLICATION, furnishing a street address and phone number and must present proper identification.
5. After completing the necessary forms, persons may use equipment at no charge, provided they have been certified on that type of equipment.

C. Staff will use the CERTIFICATION CHECKLIST when determining if a person passes certification.

B. SPECIAL CASES

1. Persons who have been trained elsewhere may qualify for certification after attending an orientation session. Persons who fail the certification test may be required to attend a workshop for before attempting certification again.

2. Producers who have not worked on a program for more than one year must be re-certified under regular certification procedures.

3. When new equipment arrives, additional Workshops may be provided.

III. EQUIPMENT AND FACILITY USE

A. SCHEDULING OF EQUIPMENT USE

1. Video equipment and the access facility belong to the City of Waterloo, and governed by the CATV Board and are scheduled for public and government access programming by the WLOOCATV staff.

2. Equipment and facility use policies must be approved by the CATV Board that protects the City, thus the public interest.

3. Use of access facilities and equipment must result in programming that is shown on the WLOOCATV access channel.

4. Only persons properly trained and certified will have use of the equipment.

5. The facility will be used only when staff or a dependable volunteer appointed by the access Board is on duty.

6. Equipment use is free to certified producers.

B. PRODUCTION PROCEDURE

1. The producer must submit a script or program proposal outline for each project to be reviewed by staff to insure that equipment is being used only for access programming.

a) Producers are allowed 50 hours of equipment use time per project. Extensions may be allowed upon depending on availability.

b) Field use time will be counted only for hours during which the access facility is open; thus, overnight or weekend hours are not counted as part of the allowance.

c) Each producer is permitted to use equipment to work on one project at one time

d) Equipment may not be taken out of City of Waterloo or checked out for longer than 24 hours each time unless special arrangements have been made with the staff or Board.

2. Producers may sign up for equipment use on a first come, first serve basis by completing an equipment use form.

a) Producers should call the facility at least 24 hours ahead of time when canceling reservations.

b) Producers who are more than 20 minutes late for their reservation, without notice, will relinquish their reserved time if there is another producer wishing to use that equipment.

c) Repeated cancellations without notice may affect a producer's privileges.

e) In addition to the promises made on the Cablecast Request Form, the equipment use

forms require the producer's agreement to statements concerning care of the equipment. A staff member must initial the equipment use forms, at both the beginning and end of use time.

4. Producers are responsible for determining that the equipment is in working condition when they arrive to use it or check it out. Any malfunctions or damage should be noted on the use form.

5. Producers must not allow anyone who does not possess a current WLOOCATV producer's application to use the equipment.

6. Producers are expected to return the equipment they use to its proper place, and leave the facilities clean and in the condition they were found at or before the agreed time.

C. PRODUCERS LIABILITY

Producers are liable for damage to access equipment:

1. If equipment failure is due to ordinary wear and tear. WLOOCATV will repair the equipment in a timely manner. The producer signing the equipment use form is responsible for the equipment once it is checked out. If equipment fails due to an accident, equipment mishandling or neglect, Liability for the repair rests with the person who signed out the equipment. That producer will be liable for the cost of replacing any equipment stolen while checked out.

2. Any certified producer under the age of 18 must have on file a PARENTAL RESPONSIBILITY STATEMENT prior to the minor making any equipment reservations or using access equipment and facilities. Parents or legal guardians signing the form accept full financial responsibility for equipment used by the minor, as specified in the previous paragraph.

D. PRODUCING LIVE PROGRAMS AND PROGRAM SERIES

1. Live shows must be presented during scheduled staff hours. Producers wishing to do live programs must request cablecast time with the staff at least one month prior to cablecasting.

a) Producers who have never produced a live show at WLOOCATV must arrange a pre-production meeting with the staff before their first show.

b) The producer must sign a CABLECAST REQUEST form that will be sufficient for all shows in the series.

c) The producer and/or host of the show must advise the guests and talent on the show to observe restrictions concerning advertising and direct appeals for funds.

d) Repeated violations of restrictions on advertising and funding appeals may result in cancellation of the program.

2. Producers of locally made videotaped series may apply for a series time slot

a) Two failures to provide program on time or to use reserved equipment time without 24 hours cancellation notice may result in loss of series time slot.

E. COPYING OF VIDEOTAPES

1. Access equipment may not be used to make copies of any videotape, except that a producer may make one back-up copy of his own program to keep, and one library copy to be submitted to WLOOCATV for cablecasting.

1. Exceptions may be made by the access Board for, submissions to contests or other access centers, as an income producing activity for WLOOCATV or for other reasons.

2. Producers are encouraged to videotape their programs off the cable when they are cablecast or to use commercially available equipment to make their own multiple copies.

IV. USER PRIVILEGE ABUSE

A. VIOLATION OF POLICIES

An independent producer is in violation of WLOOCATV policies under the following circumstances:

1. Losing, mishandling or damaging of equipment, without acceptance of liability.
2. Altering, repairing or taking apart any WLOOCATV equipment or videotape..
3. Using equipment for purposes other than those Specified In Section I
4. Allowing unauthorized equipment use in any part of the facility or violations of facility regulations.
5. Stealing.
6. Misrepresenting oneself to the public on behalf of WLOOCATV.
7. Using copyrighted materials illegally.
8. Violating any WLOOCATV policies.

B. COURSE OF ACTION

1. Staff will give notification to the user, report the incident and document it in writing to the access Board.

2. The CATV Board may, depending on severity and frequency of the abuse:

- a) Discuss the problem and resolution with user and staff.
- b) Suspend user from equipment or facility use for a specific period of time.
- c) Suspend user for an indefinite period of time.
- d) Notify proper legal authorities.

3. The access Board will document the above events and actions in writing.

C. OVERSIGHT BY STAFF

WLOOCATV staff may observe any use of equipment, facility and personnel and videotape content to determine proper use.

D. APPEAL BY USER

A producer who feels he/she is being treated unfairly under these guidelines may appeal.