

Columbia Access TV

Policies and Procedures

The rules and regulations set forth below have been adopted to assure compliance with current federal, state and municipal laws and regulations governing the availability and use of Community Access Television Services.

USE AND LIMITATIONS OF USE

Columbia Access Television (CAT) operates as a service to the community and in fulfillment of CAT goals. Any person who lives, works, or belongs to a group in Boone County, Missouri may join CAT, upon completion of a Membership Form. All requests will be reviewed on a first-come, first-serve, non-discriminatory basis. CAT does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion or lack thereof, disability, age, veteran status, ancestry, or national or ethnic origin. All access use is subject to the availability of time, staff and facilities.

CAT reserves the right to refuse facility use to anyone reasonably suspected of being under the influence of alcohol or any disabling drug. CAT also reserves the right to refuse facility use to anyone who is disruptive, fails to disclose the offensive nature of their programming, is rude with staff or patrons of either Stephens College or CAT, abuses the equipment or fails to return equipment on time. No alcohol, drugs or nudity are allowed in Helis Communication Center or CAT studio facilities. Any use, which is disruptive to Stephens College patrons, CAT patrons, Stephens College operations or CAT operations, may be refused or revoked. Because revocation of access privileges is such a significant loss of the right to free speech, any decision by CAT and CAT administration may be appealed in writing to the Board of CAT for review. The Board's decision will be final.

TRAINING

CAT members have access to the following hands-on training classes:

Studio Production

Prerequisite to direct a CAT studio shoot.

Field Production

Prerequisite to check out CAT equipment.

Post Production with Final Cut Studio

Prerequisite to use CAT iMacs.

Post Production with Adobe Suite

Prerequisite to use CAT PCs.

Members may be “tested out” of a class by CAT staff.

CHANNEL TIME

CAT members have access to channel time, upon completion of a *Program Application*.

Program time slots are scheduled by CAT staff with the goal of presenting a schedule that builds an audience, contains program diversity, and serves the community. CAT staff will try to accommodate requests for specific time slots whenever possible. However, no individual or organization may present more than six hours of programming per week except for programming initiated by CAT.

CAT will cablecast programs produced outside of Columbia, upon completion of a Program Application by a CAT member (Provider).

CAT will cablecast any program created with tax dollars (local, state, or federal) without requiring membership.

The following Program scheduling priorities will apply: 1) Locally produced programs have first scheduling priority, followed by programs produced elsewhere. 2) Specialized programs of community interest OR time sensitive programs that must be presented in a given window of time have priority over other programs.

Programs should have 3 seconds of black at the beginning and end. For a half hour time slot, total running time may not exceed 29:15. For an hour time slot, total running time may not exceed 59:15.

EQUIPMENT & FACILITIES

CAT members have access to CAT equipment and facilities, upon completion of training class(es), a *Program Application* and an *Equipment/Facilities Reservation Form*. Only CAT members may operate CAT equipment.

Use of the access facilities (e.g., studio, equipment, personnel and other technical resources) must be for the sole purpose and/or intent of producing programming for CAT. The producer/provider agrees that CAT has the right to initial airing of any program, and has the right to show the program at any time.

CAT equipment/facilities may not be used for personal gain or work for hire, including but not limited to wedding videography.

Members using CAT equipment and facilities must make sure that their reservations begin and end as scheduled. No member starting early or late will be allowed to interfere with the overall reservation schedule. Members are responsible for the condition and safe return of all equipment and facilities. No food or drink is allowed in the Studio, Control Room, or Edit Suite. A CAT staff member must be present during all studio productions.

PROGRAMMING

In the absence of any legal agreement to the contrary, all program rights belong to the program's Producer/Provider.

Any version of a program produced with CAT equipment/facilities must have the following acknowledgement in the credits: "This program was produced with the assistance of Columbia Access TV facilities at Stephens College in Columbia, Missouri."

Programs will be submitted in one of the following formats: QuickTime file, DVD, Mini-DV. CAT does not provide blank DVDs or tapes. Producers/Providers must supply their own.

CAT maintains a live webstream of its cablecast. CAT has the right to retain and retransmit programs at its sole discretion. CAT also maintains a Video On Demand system for locally produced programs, which makes them available for stream and podcast. CAT has the right to distribute copies of any program; CAT will charge a processing fee of \$10 per copy.

Columbia Access TV will allow great latitude with respect to freedom of speech. However, all programming shall be non-commercial and consistent with legal constraints and community standards. No part of any program shall contain any solicitation of funds or other property of value, or obscene or defamatory material.

Programs will not be rejected because they are controversial. CAT does not attempt to verify the accuracy or lack of bias in the programming it carries, nor does CAT attempt to achieve a balance in regards to any issue, faith, or ideology. CAT does not censor programs before transmission. The producer of each program is exercising her/his first amendment right to free speech and is solely responsible for the program's content. By signing the *Program Application Form* the Producer/Provider accepts all responsibility and any associated liability for the content of the program. Programs without a signed Program Application will not be shown. Reference to Section 611 (E) and Section 639 of the Cable Communications Policy Act of 1984 & 1992.

The Producer/Provider must obtain all talent releases, copyright authorizations and other necessary licenses or approvals. Programs that do not have all talent releases, copyright authorizations and other necessary licenses or approvals will not be shown. When taping any children under the age of 18, Producers need the written permission

from each child's parent or legal guardian, with the exception of public events such as school concerts, sporting events, plays, etc. All access producers are responsible for adhering to all applicable federal, state and local regulations concerning limits of public speech and television programming content.⁴⁴

Advertising or material designed to promote the sale of commercial products or services is expressly prohibited. Political advertising or commercials produced by or on behalf of a legally qualified candidate for public office are similarly prohibited.

Underwriting of programs is allowed, but recognition is limited to the logo, name, website address, street address, and phone number of the individual or company. Commercial products or services may not be represented. Underwriting credits are limited to no more than 30 seconds for a 1/2 hour program, 60 seconds for an hour-long program. Reference to FCC regulation 76.221 sections A & E.

Candidates for political office will be accommodated through candidate forums. Non-profit organizations may sponsor candidate forums, providing written notification of all candidates 30 days prior to the forum. Any appearances by political candidates in other CAT programming are acceptable providing they are not advocating their candidacy or criticizing the opposing candidate or party. (The Communications Act of 1934, specifically the "equal time ruling", does not apply to access television).

No program shall be transmitted over the community access channels which contains a lottery or information promoting any device, scheme, plan, promotion, contest or other program and/or presentation which involves directly or indirectly the elements of a prize, chance and/or consideration of money or a thing of value. Reference Section 76.213 of the rules of the FCC.

CAT will not transmit programs that are obscene or pornographic under Federal or Missouri law. A program that contains any of the following will be considered "Generally Offensive to some audiences" and be scheduled in an 11 pm to 5 am time period.

A. Language

1. Slang, vulgar or colloquial expression which refers, in the context in which it is used, to sexual intercourse, masturbation, anal or oral sexual contact, to human genitals, or to human elimination.
2. Abusive language against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.

B. Violence

1. Extreme acts of violence.
2. Depictions of extreme violent acts in dramatic and/or poetic manner.

C. Graphic Images

1. Human or animal elimination and/or mutilation.
2. Graphic medical surgical procedures.

3. Abuse against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.
4. Lascivious nudity.

SEXUAL HARASSMENT POLICY

CAT prohibits sexual harassment of its employees, volunteers, members and affiliates by any employee or non-employee, such as a volunteer or member. Such conduct may result in disciplinary action up to and including discharge, termination of membership, or requesting that a volunteer no longer participate in any CAT activities. This policy covers all employees, members and volunteers. CAT will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, associates, clients, members, volunteers or other non-employees who conduct business with CAT. Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature. If you feel that you are the subject of or been subjected to sexual harassment by anyone while engaging in CAT activities, please report any such incident to any member of the CAT staff or member of the CAT Board of Directors immediately, so that such incident can be investigated and an appropriate response taken.