

STATEN ISLAND COMMUNITY TELEVISION

100 CABLE WAY

SUITE 2

STATEN ISLAND, NY 10303

(718) 727-1414

CTV Policies and Procedures

**Ver. 2003/060303
Approved 4/21/03**

IMPLEMENTATION OF FIRST-COME, FIRST-SERVED MANDATE

A POLICY

The mandate calls for CTV to make training, facilities, equipment and channel space available to all residents of Staten Island. The goal of all CTV activities shall be to maximize the use of all of CTV resources on a **first-come, first-served** basis and to encourage the broadest possible diversity of use and programming. CTV at its discretion, may impose reasonable limitations and direct training, outreach and channel scheduling in such a way as to assure fair access by all and maximum utilization of CTV resources.

B RESERVATION OF EQUIPMENT OR FACILITIES

(1) Equipment or facilities must be requested at least seven (7) days in advance, but not more than 30 calendar days in advance, in writing, in person, FAX or by telephone. Reservations should be confirmed by the user at least three (3) days in advance. Such scheduling provides a rolling window of opportunity for first-come, first-served reservations.

(2) Each request or transaction will be timed and dated by CTV staff to provide reference in cases of reservation disputes. All reservations are immediately entered into CTV's reservation system.

(3) Time blocks available for equipment reservations are as follows:

- (a): Portable equipment – 24 hours except during times when CTV's office is closed.
- (b): Edit equipment – 4 hours.
- (c): Studio - 4 hours except during live programming schedules or special events.
- (d): Electronic Field Production setup – up to 12 hours.

(4) Each CTV certified volunteer producer is limited to either ONE portable equipment; ONE studio reservation or TWO edit reservations at a time.

Additional reservation(s) may be made only when existing reservations have been completed or the user has requested and CTV has approved a series production agreement.

(5) Current CTV Portable equipment consists of:

- (a) One camcorder kit with power adapter and case
- (b) One corresponding tripod
- (c) One set of lights
- (d) One microphone (choice of lavalier or hand held)
- (e) Power extension cables, video cables and audio cables as needed.

NOTE: Any other configuration must be requested in writing by the user and authorized by CTV staff.

(6) Priorities for equipment and facility use are ranked as follows:

- (a): **Training workshop** Equipment required for training will not be available for other purposes during training sessions.
- (b): **First-time users** To serve an increasing number of residents, first-time users will be given a priority in the mix of equipment reservations. CTV staff will apply this guideline with a minimal disruption of regular user plans.
- (c): **Time-certain dates** To accommodate time-certain, fixed time or one-time events, CTV staff may apply this guideline, again with a minimum disruption of regular user plans.
- (d): **Series producers** CTV will prioritize series producers, in recognition that reliably available resources are required for the user who wants to generate time-related series programming and must be able to schedule production crew with regularity.
- (e): **Regular user** In cases where pre-emption is involved, CTV staff will negotiate an agreeable settlement between regular users and preemptive users.

(7) All Exceptions to these guidelines must be approved by the Executive Director or his assignee(s). Consideration will be given only to written proposals stating overall project goals, special circumstances and nature of exception requested.

(8) Additional policies regarding equipment reservations are specified in: **IV, V, VI, VII.**

C ACCESS TO TRAINING

(1) CTV will provide training to proven residents and individuals associated with Staten Island organizations of the franchise service area on a first-come, first-served basis and will seek to encourage, through staff outreach, the broadest possible mix of participation in public access activities.

(2) CTV will maintain a list of training requests, dated at the time of the request.

(3) The offering of training shall be drawn from the master list of training requests according to the date sequence of the list.

- (a): Size of training groups shall be determined by constraints of equipment and space, and by training effectiveness.
- (b): the Executive Director or his assignee shall determine frequency of training groups based on staff, facilities and equipment availability, and demand.

(4) Outreach efforts shall be directed by the Executive Director and the Board of Directors to ensure:

- (a): Fair use of CTV by all.
- (b): Maximization of resources.
- (c): The broadest possible diversity of use.

D RESERVATION OF CHANNEL SPACE

- (1) Channel space for videotaped or live programs must be requested through the Cablecast Coordinator with a CTV Cablecast Request Form, at least fourteen (14) days in advance, except in the case of approved series programming.
- (2) Each request will be timed and dated by CTV staff to provide reference in cases of reservation disputes.
- (3) Each request shall include a first-choice time and date and alternate dates and time to allow CTV staff flexibility in building program schedules.
- (4) Each program shall be no less than twenty-nine and no more than fifty-nine minutes in length, except as approved by the Executive Director or his assignee.
- (5) The Cablecast Coordinator will honor requests on a first-come, first-served basis.
- (6) When a program provider volunteer producer does not request specific dates, times or channel, CTV will schedule the programs.
- (7) Series programs may be scheduled on a first-come, first-served basis for a maximum of twenty six (26) installments for cable casting regularly on the same day, time and channel. The following limitations apply to series programming.
 - (a): Renewal of a series will not be considered until the minimum 50% of the presently scheduled programs have been cablecast.
 - (b): To keep a series time slot, the producer must maintain a 5-1 ratio of original to repeat programming.
 - (c): Renewal of a series will be based on: the producer's ability to deliver programming in a timely manner; consistent compliance with established CTV technical standards; requests made for the same time and days and demands on studio or equipment.
- (8) The cablecast of programs produced by non-residents of the franchise service area may be preempted by requests for channel space by residents of the franchise service area.
- (9) At no time shall programming produced by non-residents of the franchise service area comprise more than 25% of the **total programming** scheduled during a month.

E ACCESS TO COMMUNITY BULLETIN BOARDS

- (1) Messages for alphanumeric display on the CTV channels will be accepted on a first-come, first-served basis with the following limitations:
 - (a): All messages must comply with program content policies listed in X.
 - (b): All messages must conform to the constraints of CTV's alphanumeric display system with regard to technical and programmatic dimensions.
 - (c): All messages must be identified as to **source** and **provider**.

- (d): The number of concurrent messages on CTV alphanumeric display accepted per all organizations, agencies, institutions and individuals may be limited if demand for such display exceeds available channel time.

II PRODUCER ELIGIBILITY

A POLICY

CTV establishes the following criteria for eligibility for use of CTV facilities, equipment, training and channel space.

B RESIDENCY

- (1) Any **resident** of the franchise service area or **employee** or **agent of a business, institution or government agency**, which operates in the franchise service area, will be eligible to use CTV facilities, equipment, training and channel space.
- (2) Accepted proof of Staten Island residency shall be:
- (a) Recent utility bill,
 - (b) Voter registration
 - (c) Valid NY State driver's license
 - (d) Valid Passport
 - (e) Valid NY State or NYS Registration and/or
 - (f) Most recent telephone bill

NOTE: Post Office boxes are not accepted as proof of residency.

- (3) Residence shall mean bona fide residence in the borough of Staten Island.
- (4) A maximum of **two** non-resident staff members of a for profit organization, which services or is located in the franchise service area, shall be considered eligible on behalf of the organization.
- (5) Full-time resident students of an educational institution located in the franchise service area shall be considered eligible.
- (6) Non-resident students of an educational institution located in the franchise service area shall be considered eligible.
- (7) In order to facilitate development of public access and to meet community needs, CTV will accept non-resident programming of interest and service to residents of the franchise service area, provided that such programming meets all requirements for programming spelled out herein. Such programming must be submitted by a resident of the franchise service area, who must attend ***Orientation*** and ***CTV Policies & Procedures*** and have a signed Statement of Compliance on file at CTV.
- (8) Residents of the franchise service area have priority for checking out equipment and using facilities, and may preempt eligible users specified in 4,5, & 6 above.
- (9) Verification of residency must be on file in the CTV office prior to reservation.

