



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltveh.org

Local TV, Inc. Policies & Procedures (amended JULY 2018)

Eligibility

- Residents and Resident Sponsors
- Orientation and Training
- Channel Time
- Non-Discrimination
- Right to Refuse Service

Prohibitions: Commercials, Lotteries, Obscenity

Liability

Program Guide

Use of LTV Logo and Branding

Putting the P-E-G in Public, Education and Government

Policy Governing *Media Submission* and *Airtime*

- Accepted Formats for Submission

- Release Forms

- Copyright

- Access Program Credits

Policy Governing *Facility Use*

- Editing

- Assisted Production Services

- Volunteers

- Media Storage

Common Sense Policies on Behavior

Code of Conduct

PEG Access Privilege Suspension Guidelines

Definitions

Local TV, Inc. (LTV) is a not-for-profit public access television station located in Wainscott, New York, in the Town of East Hampton. LTV operates two channels on Cablevision, channels 20 and 22, and offers equipment, facility rentals, and channel time to any LTV member, for any non-commercial use, at a greatly reduced rate.

LTV members can reserve time in our production studio and/or our editing suites. LTV also offers a series of introductory workshops for the beginner, intermediate, and advanced videographer, as well as occasionally extra workshops in Video Editing and How to Tell a Story, Documentary, Public Speaking, and Acting.



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltveh.org

LTV's Mission Statement: LTV provides a free-speech television and media platform to share all manner of public discourse, education, and creative expression within our community and the world at large.

With the financial support of people like you, and with the support of the Town and Village of East Hampton, LTV is able:

- *To allocate* channel space and time to East Hampton Town residents, non-profit organizations, educators, and governmental bodies to cablecast their programs.
- *To offer access* to a facility in which studios, production, and editing equipment are available for the use of residents, non-profit organizations, educators, and governmental bodies to create television productions for cablecasting on LTV's designated access channels.
- *To offer television production training* in the use of access facilities and equipment.
- *To house an archive* in which shows of historic value and interest to East Hampton residents are preserved.
- *To administer, promote, or otherwise support* PEG access programming benefiting the community, including the production of content and the selection of programs from satellite and other resources.

This document details the **Policy & Procedures of LTV**. Please keep in mind:

- Eligibility for membership is based on local residency. Non-local residents must have a Resident Sponsor and pay a yearly *Non-Resident* fee.
- All of LTV's production and post-production capabilities must be used for the production of non-commercial content without exception.
- All content created at LTV must be intended for broadcast on LTV Channel 20, and must be credited to LTV.
- LTV does not pre-screen, censor, or edit content submitted for broadcast, although some content restrictions apply.
- **This policy may be updated without notice, and is made available on the LTV website (www.ltveh.org) or as requested by mail.**

Eligibility

Resident Producers and Resident Sponsors

Public Access training, equipment and studios are available to any Resident of the Town of East Hampton (*Resident Producer*), and to non-locals with a local sponsor (*Resident Sponsor*), provided they have completed the membership and orientation process and paid the requisite fee. Proof of residence can be in the form of 1. a valid photo ID and 2. a current resident utility bill (P.O. boxes are not acceptable), or a current bank statement. Minors



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltveh.org

under 18 years old must have a signed authorization from a parent or guardian who assumes all legal responsibility for the minor. Also, minors must have parental permission to appear in Access Programming.

LTV provides a variety of production and post-production equipment that might require additional certification beyond the orientation workshop. Beginner, Intermediate and Advanced training and certification is available to any LTV user who has completed the initial orientation, by appointment, and subject to availability of staff.

Orientation and Training

Anyone who wants to use the studios at LTV must first complete the Orientation workshop and submit a signed *Statement of Compliance*. LTV provides Orientation and Training workshops on a first-come, first-served basis throughout the year. To schedule an appointment, email info@ltveh.org

While it is *highly recommended* that everyone take an Orientation workshop (roughly 2 hours), anyone who wants to submit programming for broadcast without using our studios may do so provided they acknowledge they have read these policies and sign the *Statement of Compliance*.

Anyone who has not produced programming using the facility for more than 5 years, *must retake* the Orientation workshop.

Channel Time

Public access channel time shall be made available to any eligible LTV member. Producers of a *regular series* are advised to make a number of programs in advance so that they can retain their airtime should tapings be cancelled. Failure to submit a new program may result in the loss of your time slot. A re-run may air after three months of programming has been submitted.

Time-sensitive materials should be submitted *one month prior to the event*. For example, holiday-cooking shows should be submitted at least one month prior to the holiday. A schedule of time slots will only be given out when a program is in-house and ready-to-air. Please allow 15 business days for a schedule to be obtained.

Residents' programs take priority over non-residents' programs.

All requests for time-slot changes must be submitted in writing and will only be considered upon availability.

Non-Discrimination

LTV will not deny training, or the use of any of its equipment or studios on the basis of race, sex, age, physical or mental disability, national origin, citizenship status, religious or political belief or affiliation, sexual orientation, gender identity and expression, marital



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltveh.org

status, status with regard to public assistance, status as a veteran, or any other characteristic protected by federal, state, or local law.

Right-to-Refuse Service

LTV reserves the *right-to-refuse* access to its studios and equipment to any person who does not adhere to these Policies or the Statement of Compliance. LTV staff reserves the right to ask anyone to leave the building if s/he is disruptive to daily business or unreasonably interferes with another user's – or the staff or a staff person's – ability to work. LTV may ask for proof of eligibility and/or basic equipment competency at any time. If such proof cannot be provided, LTV reserves the right to refuse to air any program and any service.

Prohibitions: Commercials, Lotteries, and Obscenity

Commercial Use

LTV prohibits any audio or visual material promoting or designed to present a commercial transaction or designed for non-political or commercial fundraising in connection with any Access Programming. LTV will reject any program that contains material designed to elicit a response or any other solicitation of names or addresses that may be used for future non-political or commercial fund raising activities.

Factors that LTV will review and consider, as a whole, in determining whether a program presents a commercial transaction, include, but are not limited to, whether the program:

- proposes the sale of goods or services;
- promotes a commercial enterprise or product;
- contains business addresses or logos;
- gives a physical address, phone number, or website to "call for more information" during the body of the program;
- posts a phone number or web address on the screen;
- suggests that a guest's company is better than others in the field;
- lists a guest's company name multiple times as a commercial promotion rather than a credential;
- contains a "call-to-action" with regard to a commercial item or service; or
- contains a "900" or similar "pay" telephone number.

Lotteries

LTV will not cablecast any program, production, or presentation that involves directly or indirectly any lottery information or which involves a lottery, gift, contest, enterprise, or similar scheme.



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvch.org

Obscenity

LTV will not cablecast any program, production or presentation that involves any Obscene Material or other unprotected speech. See *The FCC and Freedom of Speech*:
<https://www.fcc.gov/guides/fcc-and-freedom-speech>

LTV recommends assigning a rating in accordance with the television industry's parental guidelines based upon strong language, violence or mature subject matter. Rating should appear either before the start of the Access Programming or as part of its title. A brief description of each such rating is set forth below:

- **TV-Y:** This program is designed to be appropriate for all children ages 2 - 6.
- **TV-Y7:** This program is designed for children ages 7 and older. Themes and elements in the program may include mild fantasy or comedic violence and may frighten children under 7.
- **TV-G:** This program is suitable for all ages, general audience. It contains little or no violence, no strong language and little or no sexual dialogue or situations.
- **TV-PG:** (Parental Guidance Suggested). This program contains material that parents may find unsuitable for younger children. May contain one or more of the following: mild violence, some sexual situations, infrequent coarse language or some suggestive dialogue.
- **TV-14:** (Parents Strongly Cautioned). This program contains some material that many parents would find unsuitable for children under 14 years of age. This program contains one or more of the following: intense violence, intense sexual situations, strong or coarse language, or intensely suggestive dialogue.
- **TV-MA:** (Mature Audiences Only). This program is specifically designed for adults. It contains one or more of the following: graphic violence, explicit sexual activity or crude indecent language.

In order to minimize the likelihood of exposing minors to Indecent Material, LTV encourages scheduling programming containing content that might be considered indecent after 10:00 p.m. LTV also *reserves the right* to assign an appropriate rating, in its reasonable discretion. LTV will not edit prohibited material from Access Programming and will return media to the Producer to edit him or herself.

Eligibility for any program to be cablecast using a LTV Access Channel is subject to reasonable review by LTV. LTV shall be under no obligation to cablecast a program it believes to be in violation of this policy, or for which LTV determines the Applicant is ineligible.

If, in LTV's reasonable discretion, any program, production, or presentation contains material forbidden pursuant to Federal, state, or local laws, rules, or regulations, LTV shall notify the Applicant, who may either eliminate the offending material or withdraw the program. Applicants can appeal any such decision of LTV by contacting in writing LTV, Post



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvch.org

Office Box 799, Wainscott, NY 11975. LTV will not edit any program.

Liability

An Access User must assume all responsibility as producer and/or originator of any program cablecast on LTV's cable system. LTV *does not* exercise editorial control over the content of any program produced. Access Users who produce and/or cablecast anything that violates federal, state or local laws, rules or regulations, or which infringes upon the rights of any person, corporation, partnership or entity, or constitute libel or slander, may be subject to criminal or civil penalties. All Access Users agree to indemnify and hold LTV harmless from any such third-party claims. **LTV does not provide liability insurance for Access Users.**

Program Guide

LTV reserves the right to include the Access Programming in its television guide listings but does not guarantee it will appear.

Use of LTV Logo and Branding

LTV does not sponsor individual Access Users. Access Users may not use the LTV logo, name, symbols, or other indicators of LTV sponsorship or association at any time without prior written consent of LTV.

No employees, volunteers, or other persons associated with an Access User may represent at any time that they are employees or representatives of LTV.

Putting the PEG in Public, Education and Government: Definitions

PUBLIC: A person residing in, or a group or organization that operates within LTV's Service Area is eligible to use the Public Access Channel for Access Programming on a first-come, first-served, non-discriminatory basis for a maximum of 52 weeks which begins on the premier date of the program, subject to availability and by appointment only.

A resident of the LTV Service Area may apply to sponsor a non-resident's program assuming all obligations of being a Producer. LTV deals exclusively with Resident Sponsors.

EDUCATION: A *bona fide* educational institution, chartered or licensed by the State Department of Education or in possession of a New York State Board of Regents license and located within LTV's Service Area, is eligible to use Channel 22, the Educational Access Channel for Access Programming on a first-come, first-served, non-discriminatory basis.

GOVERNMENT: A *bona fide* governmental body located within, or an elected official who represents all or a portion of, LTV's Service Area is eligible to use Channel 22, the Governmental Access Channel for Access Programming on a first-come, first-served, non-



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltveh.org

discriminatory basis.

Policy Governing *Media Submission* and *Airtime*

A Resident Producer or a Resident Sponsor may submit for telecast video and audio material for Access Programming. All media submission must be sent to Patrice Jacobsen, Programming Director, LTV, PO Box 799, Wainscott, NY 11975, patrice@ltveh.org.

For scheduling purposes and in accordance with industry practice, recommended show length is 28 minutes. Special arrangements for other program lengths can be mutually arranged. LTV shall begin all programs on the hour and half hour only. Airtime is reserved on a first-come, first-served, non-discriminatory basis for a maximum of fifty-two (52) weeks. LTV's Annual Calendar consists of a fifty-two (52) week period, which begins on the premier airdate of the program. LTV recommends that each edition of a program run a maximum of four times so that the access channels will present variety and maintain viewer interest. In order to accommodate all Access Users, LTV reserves the right to limit each access producer to one program per contract period.

Commonly available time slots are on the half-hour and hour. Therefore a program in a thirty-minute time slot should be 28-minutes in length. A program in a sixty-minute time slot should be 58-minutes in length. If your program exceeds these actual times, it may be cut short. Programs shorter than these times may be combined with other programs and re-scheduled to fill a complete time slot.

LTV reserves the right to preempt programming at any time to accommodate emergency communications or high-profile community events. Additionally, during emergency events, LTV may append an additional scroll to broadcast programs to deliver information to the community at large. This additional scroll may run approximately 125 pixels from the bottom of the broadcast image.

LTV airs special programming on holidays, and reserves the right to preempt any programs from their normal broadcast schedule to accommodate holiday programming. LTV will attempt to provide preempted programming with additional airtime in the week following the holiday.

Note: The premier airtime for LIVE programs is at the time of original broadcast. The premier airtime for pre-recorded programs is the first airtime after the schedule begins. Our schedule begins on Tuesdays at 12am.

Accepted Formats for Submission

LTV accepts DVD-R Video DVDs meeting the following criteria *and* digital files as specified below. Submissions may be made by mail. LTV currently airs programming only in



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvch.org

standard definition. LTV appends a logo bug in the top left corner of all programs, and also inserts a community calendar scroll at regular intervals along the bottom of programming. In general, scrolls are limited to the bottom 75 pixels of the broadcast image. The logo bug is contained in a box 240px wide by 120px tall located in the top left of the broadcast image.

DVD Submissions

Preferred format, encoded to meet the following specifications (as per CableLabs VOD Content 1.0 Specification):

- MPEG-2, main level, main profile
- NTSC in 4:3 aspect ratio, NO 16:9 format without rendered letterboxing
- 4:2:0 chroma subsampling
- 29.97 frame rate.
- Black Level of 0IRE
- Encoding bitrate of 8.0Mbps
- Resolution of: 720x480 or 720x486 or 640x480. For broadcast, resolution will be carried at 3/4 (528x480)
- One program per disk.
- No leading or trailing black or color bars should be on the disk.
- Menus should be avoided when possible or kept to a minimum.

LTV is not responsible for media damaged during playback or lost or damaged during storage. For your safety and the safety of our equipment, please do not submit DVD masters, DVDs worn from multiple use, or DVDs damaged by misuse, moisture, dirt or food. Media must be delivered ten (10) business days before the requested telecast date and time, if not, LTV may refuse to cablecast such media. No more than 10 programs may be delivered at once.

LTV is not responsible for loss or damage to any such media, or for return of any media left in LTV's custody beyond fourteen (14) days of the final cablecast. If you need to have your media returned by mail, please provide a SASE with proper postage.

Access Users who choose to produce their own programming should consult with LTV at the time of submission to determine whether their format is compatible with existing LTV equipment. After submission of the program, LTV shall reasonably determine if such presentation meets the Technical Specifications for Airing Tapes. Programming not meeting LTV's technical standards will be rejected. LTV shall not be under any obligation to obtain additional equipment to cablecast any Access Programming, nor shall LTV be responsible for any damages for failure to cablecast such Access Programming. Applications and reserved channel times are not assignable or transferable.

File Submissions

Files may be submitted in several ways. You may bring by an SD card, external hard drive (raw SATA connections, or Firewire/USB are acceptable), or data DVD. High-Definition



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltveh.org

programming will be automatically down-converted for airing in Standard Definition, cropping or letterboxing is not guaranteed. Submitted programs must be in a codec and frame size as listed on the next page:

MPEG2 Codec Requirements

File Extensions: .mpg *or* .mpeg

Profile: Main (420) *or* 422

Level: Main, High-1440 *or* High

Frame Size (w x h): 720x480, 1440x1080 *or* 1920x1080

Frame Rate (frames per second): 29.97 FPS *ONLY*

Audio Codec: MP2 (MPEG1 Layer 2) *or* PCM

PCM Audio Bits Per Sample: 16-bit, 24-bit *or* 32-bit

Audio Sample Rate: 44.1KHz *or* 48KHz

H.264 Codec Requirements

File Extensions: .mov *or* .mp4

Profile: Main, High, High 10 *or* High 422

Level: Any

Frame Size (w x h): 720x480 *or* 1920x1080

Frame Rate (frames per second): 29.97 FPS *ONLY*

Audio Codec: AAC-LC *ONLY*

PCM Audio Bits Per Sample: *PCM is NOT supported with this codec*

Audio Sample Rate: 48KHz *ONLY*

Apple ProRes Codec Requirements

File Extension: .mov *ONLY*

Profile: 422, 422HQ, 422LT, 422Proxy

Level: Any

Frame Size (w x h): 720x480 *or* 1920x1080

Frame Rate (frames per second): 29.97 FPS *ONLY*

Audio Codec: PCM *ONLY*

PCM Audio Bits Per Sample: 16-bit, 24-bit *or* 32-bit

Audio Sample Rate: 48KHz *ONLY*

For All Submissions

- Media should be dubbed down no further than 3rd generation.
- An unbroken and stable control track must exist throughout the entire program length.
- Video level must not be too "hot." (Over 100 units of video as measured on a video scope.)
- Audio level must not be over-modulated (too high) or too low, and should range between -8 db and 0 db.



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvh.org

- Only one program per tape is permitted. Multiple programs on a single DVD are not acceptable for cablecast.
- Producers must properly label jackets and media with information about the program, including: 1.) series name, 2.) segment title and/or number, 3.) production date(s), 4.) program length, and 5.) in-time.

Content

- All formats must contain a disclaimer such as, “THE VIEWS EXPRESSED AND/OR IMPLIED ON THIS PROGRAM MAY NOT BE THAT OF THIS STATION.” This must be contained within the closing credits.
- All videos provided from a third-party source must be fully credited, including the name of the producer. The Producer's name must match the name provided on the program rights release.
- Always preview your submission for technical errors. Any offensive material containing: foul language, nudity, cruelty, violence, libel, bias or otherwise offensive material must be labeled accordingly and immediately brought to the program director's attention upon submission. LTV requires that any offensive material be removed, muted or blurred by the Producer before submission.
- LTV reserves the right not to air any program or restrict it to a late nighttime slot based upon community standards and FCC Regulations. All programs must be free of commercial and/or promotional content. Only non-commercial, non-promotional material may exist on your program. For-profit business addresses, phone numbers, fax numbers and websites are prohibited. Only informational and/or charitable related content is permitted. Not-for-profit organizations must submit a 501-c3 certificate, therefore proving their status. A single point of contact may be contained within the closing credits of your program, for informational purposes only. For underwriters and sponsorships please follow the program guidelines set forth by LTV.

Application for use of LTV's Access Channel/s shall be submitted in writing and shall identify the proposed Access Channel user by name and address and specify and/or contain the following:

- Producers' Form #1 - Statement of Compliance
- Producers' Form #2 - Verification of Residency for Producer or Sponsor
- Producers' Form #3 - Program Rights Release and Cablecast Request Form

LTV will accept an application and access-user contract presented at least 15 days prior to the proposed initial airdate. If no prior request has been made for the time and date requested, the application may be submitted at least 72 hours prior to the proposed initial airdate. However, in no case may an application be submitted more than 7 weeks prior to the next 52-week programming cycle. LTV reserves the right to periodically establish other application deadlines, with notice of those deadlines updated in these Policies on the LTV website. Programs will be scheduled for air upon approval of the application and



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltveh.org

subsequent receipt of media.

Release Forms

In addition to Producers' Form #3, Producers are required to maintain their release forms and any required authorization from event coordinators or persons appearing on any program. Examples of these forms are available on the home page of our website.

Copyright

Producers *must hold the rights* for any copyrighted material that appears in the program, including, but not limited to, artwork, music, and graphic fonts.

Users must obtain all appropriate rights and clearances for the use of any copyrighted material. LTV reserves the right to request evidence of copyright rights and clearances. In the event that LTV reasonably believes that a program or presentation contains copyright infringing material, LTV may refuse to carry or to continue carrying such program, presentation, or series, or portion thereof, which does not comply with the provisions of these Policies, or for which LTV reasonably believes adequate rights to the material contained in the program and/or copyright clearances have not been obtained. However, permission to proceed with presentation of a program shall not be construed to mean that LTV has acknowledged or concluded that the Producer has secured all necessary rights and/or clearances or that LTV assumes any responsibility for such programming.

Access Program Credits

Access Programming may identify the source of support or funding for the production. Recommended access program funding and/or service credits include:

- *On screen:* Corporate or organization names may be printed to resemble the following examples:
"Funding provided by _____."
"Set facilities provided by _____."
- *Voice over:* An audio credit may state the following:
"This program was made possible by an underwriting grant from _____."

No further description of the company or organization or its products or location will be allowed.

Funding provided by the credited corporation or organization must be used for equipment, goods, or services needed for the production of the access program and *cannot be* distributed as salaries to producer, director, crew, talent, or others, or their families, or used for any other purpose. For more information on Underwriting for your show on LTV, contact the Executive Director at morgan@ltveh.org.

Policy Governing *Facility Use*

A Resident, or a group or organization that operates within LTV's Service Area, is eligible to use the equipment and Studios on a first-come, first-served, non-discriminatory basis, by



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvch.org

appointment only. A resident of the LTV Service Area may apply to Sponsor a non-resident's program and assume all obligations of being a Producer. LTV deals exclusively with Applicants.

LTV's Production Equipment and Studios may only be used to produce programming suitable for *initial broadcast* on LTV. Studio Time is available for eligible individuals, after the appropriate Orientation and Producers' workshops have been taken. Use of the studio is subject to availability at the time and for the duration requested by appointment only.

LTV may, in its reasonable discretion, permit other persons, groups or organizations to use LTV's Production Facilities if not otherwise engaged.

All Production Facility usage is subject to these Policies and Procedures, and LTV's Statement of Compliance.

To secure studio time, Producers must submit a studio request least three (3) business days in advance of the desired time and date, either online through the Studio scheduling system or by phone or email. LTV may waive the aforementioned three (3) day period contained herein in the event such Production Facilities are available upon shorter notice.

Production Facilities may be used for up to four (4) consecutive hours as consecutive appointments. Producers must provide at least twenty-four (24) hours notice of cancellation of scheduled use of Production Facilities time and must use all reasonable effort to ensure not to exceed the scheduled time. *Facility Users causing disruption or inconvenience to LTV staff or others will be subject to penalties up to and including revocation of future use of LTV's Production Facilities.*

Studios are reserved by appointment for a specific time period, not by project.

If a Producer habitually misses or is late for his or her scheduled time, he or she will be subject to appropriate loss of privileges in accordance with LTV's penalty provisions.

To ensure adequate studio preparation and configuration, you must advise the staff at least three (3) business days in advance of any non-standard programming format or equipment that will be required for production. This includes adding photos, musical instruments (remember copyright law!) and any extraordinary presentation that might require additional equipment, space, or facilities. Use of the LTV studio for the production of programs that feature bands or other guests whose sound cannot be contained within the studio and might be a disturbance to other departments in the building may need to be scheduled at times outside of regular business hours.

Producers and/or guests may enter only those areas of LTV's Production Facilities and office locations that are designated for Access use, in addition to those areas that are normally open to the public. All are asked to comply with LTV's guidelines with respect to their conduct while guests of LTV and to conduct themselves in a civil and orderly fashion. Producers are ultimately responsible for the conduct of all persons involved in the



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvh.org

production of the Access Program and all guests.

Producers are financially responsible for the cost of repair or replacement of anything damaged by, or while under the control of, his or her production crew or guests.

Office equipment and machinery, such as copy machines, telephones, computers, and desk items (pens, pencils, staplers, tape, etc.) belong to LTV. Producers may use such items with the permission of LTV staff only.

At all times, Producers are expected to treat LTV staff and other Access Users with professional respect and courtesy. Verbal and/or physical abuse of *anyone* will result in the suspension of access privileges. Repeated instances of disrespect or abuse may result in the revocation of all access privileges.

Editing Facilities

Anyone using LTV's editing facilities are subject to these policies as well as must sign LTV's *Statement of Compliance*.

- Time can be reserved for editing by calling the front desk and submitting an Editing Application for the date(s) and time(s) requested. Editing booths may be reserved for limited times.
- Editing facilities are booked for work on Access Programs only. A maximum of two (2) non-consecutive sessions may be booked at any given time.
- Only producers and editors directly involved with an editing project may be present in the editing room, and no more than two at any one time.
- Any producer/editor wishing to do a "voice-over" audio dub must make arrangements prior to booking time so that needed equipment can be scheduled.
- Please be prompt in your arrival to, and departure from, the edit suite and please adhere to your reserved time slot.

Assisted Production Services

When available, LTV may provide full production services to interested parties. For-hire production services are conducted on a case-by-case basis, based on operational availability, and are subject to any current operation rates.

LTV may also provide production services *gratis* to eligible non-profit organizations and individuals based on eligibility. Any production services that require the assistance of LTV must request said assistance in writing by submitting a program proposal, which will be reviewed by the LTV Board Of Directors before assistance will be provided.

Volunteers

Volunteers are vital to the spirit of the community-access experience. LTV maintains a list of people who have passed the qualifying exam and/or successfully completed the access training workshop and who are willing to assist others in the production of their Access Programming. LTV staff does not furnish this list for public view. If you need volunteers for



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvh.org

your show, a staff member will send out a notice to the list of volunteers.

Media Storage

If you record your program at LTV's studio, or on-location for LTV, it will be stored in our library archive and is the property of LTV. Be sure to check off whether or not you allow copies to be made of your program on the Program Rights Release form.

If you record your program elsewhere it will be stored for no more than 30 days after the final air date. It is the producer's responsibility to make arrangements to pick up programs, or to have them shipped out at the producer's expense, upon drop off. Media left at LTV for more than 30 days will be discarded.

Common Sense Policy: *Do not feed the animals!*

- Wandering around the hallways, studios and offices unaccompanied by authorized LTV staff is prohibited. All visitors should have an appointment. If a visitor does not have an appointment, they can request to see an appropriate or designated staff person on an as-available basis. All visitors must wait in the lobby area to be announced to a staff person and then must be escorted by that staff person.
- Meetings and conversations with LTV staff should pertain to the discussion of legitimate matters, i.e., the services that LTV provides. The length of such meetings and conversations should also be reasonable, which can be measured by the reasonable amount of time that it might take to discuss the legitimate matters on the agenda balanced against the other demands on the staff person's time.
- Anyone who violates Policy 1 or Policy 2, above, will be asked to leave. Incidents of persons who violate these policies will be documented and could result in suspension of privileges.
- Please make other arrangements for the care and supervision of children and animals, since they may not join you in the access area. If you plan to have animals on your program, please make certain that they are properly caged for their safety and the safety of other Access Users.
- Only crew members and talent directly involved with the production are allowed in the studio (observers, audiences, etc. are allowed only with the consent of the Public Access staff). All studio participants (including crew, talent, guests, and visitors) must enter the building from the front door.
- Room temperature in the studio must be kept cool for optimal machinery functioning. Please dress appropriately and *do not adjust* room temperature settings.
- Do not re-patch, re-configure, or alter any settings on any equipment. Ask the staff to assist you. Please report immediately to the staff any equipment problems that you are experiencing. Do not attempt to make equipment repairs yourself.
- No food or drink is allowed while using the studio. No smoking is allowed on the premises.
- Please be prompt in your arrival to and departure from the studio, and adhere to your reserved time slot. There should be no loitering in the access area after your allotted studio time is finished. You are expected to leave the area promptly and in a



Local TV, Inc.
 Post Office Box 799
 Wainscott, NY 11975
 (631) 537-2777
 www.ltvh.org

clean and orderly condition when your booked time slot is over so that the facility is ready for the next access user.

- If you are unsure about any procedure or piece of equipment, please ask the staff.

Code of Conduct

As a LTV user, it is your responsibility to understand, agree to, and comply with this code and these policies and procedures.

- I will take full responsibility for the content of any programming that I distribute on LTV.
- I take full responsibility for my production, including my behavior as well as the behavior of my crew and guests.
- I will treat LTV equipment and studios with care and respect.
- I will use LTV equipment and studios only in support of productions I plan to distribute for broadcast on LTV.
- I will respect the rights of others to use LTV resources.
- I will make and cancel reservations.
- I will always treat LTV staff and other LTV users with professional courtesy.

Failure of a user to comply with any of these above codes or any other responsibility identified within these Policies will result in sanctions, termination of access, and any and all such action as permitted by law.

LTV Access Privilege Suspension Guidelines

LTV reserves the right to impose the following penalties for the Policy violations set forth below. Please understand that these are guidelines only and the unique facts and circumstances of any particular incident will be carefully reviewed with a view toward evenhandedness and the facilitation of the fair and equitable use of public access.

Violation	Penalty		
	1st Violation	2nd Violation	3rd Violation
Violation of LTV Rules			
Obscene and/or Commercial Material	Verbal* and/or written warning and tape will be pulled prior to airing or after first airing, as applicable, in LTV's discretion		
Commercial or Non-Political Fundraising,	Same as for Obscene and / or Commercial Material		



Local TV, Inc.
 Post Office Box 799
 Wainscott, NY 11975
 (631) 537-2777
 www.ltveh.org

including Political Solicitation of Names			
Failure to submit program for scheduled time period	Verbal Warning*	Maximum of 1 week suspension of privileges	Maximum of 2 weeks suspension of privileges
Violation of rules by crew or guests	Verbal Warning*	Maximum of 1 month suspension of privileges	Maximum of 6 months suspension of privileges
Unqualified Use of Equipment	Verbal Warning*	Permanent suspension of privileges	
Unauthorized Use of Facilities	Verbal Warning*	Permanent suspension of privileges	
Damage to Equipment or Facilities	Verbal Warning* & Reimbursement for Damages	Maximum of 4 weeks suspension of privileges and reimbursement for damages	Permanent loss of privileges and reimbursement for damages
Violation of Federal, State, or local laws, rules, or regulations, including theft, possession / use of drugs or alcohol, and possession of weapons	Penalty may range from temporary to permanent loss of privileges at LTV's discretion.		
Other Violations	Verbal warning* and up to a maximum of 2 wks. suspension of privileges	Maximum of 2 months suspension of privileges	Maximum of permanent loss of privileges
Aggressive, unprofessional behavior or harassment	Verbal Warning*	Permanent suspension of privileges	
Failure to adhere to specific operating procedures			



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvch.org

Reserving Time	Verbal warning* and up to a maximum of 2 weeks suspension of privileges	Maximum of 4 weeks suspension of privileges	Maximum of 6 weeks suspension of privileges
Editing Facilities	Verbal warning* and up to a maximum of 2 weeks suspension of privileges	Maximum of 4 weeks suspension of privileges	Maximum of 6 weeks suspension of privileges
Studio Facilities	Verbal warning* and up to a maximum of 2 weeks suspension of privileges	Maximum of 4 weeks suspension of privileges	Maximum of 6 weeks suspension of privileges
Portable Equipment Packages	Verbal warning* and up to a maximum of 2 months suspension of privileges	Permanent suspension of privileges	
Falsification of Records	Verbal warning* and up to a maximum of 2 months suspension of privileges	Permanent suspension of privileges	
Smoking, eating, or drinking in undesignated areas	Verbal warning* and up to a maximum of 2 weeks suspension of privileges	Maximum of 6 months suspension of privileges	Permanent suspension of privileges
Other Violations	Verbal warning* and up to a maximum of 2 weeks suspension of privileges	Maximum of 4 weeks suspension of privileges	Maximum of 6 weeks suspension of privileges

*Verbal Warning: LTV will document and retain all verbal warnings. Any LTV staff or Board member may issue Verbal Warnings.



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvch.org

Definitions

Access Channel – Those cable channels specially designated by LTV for the presentation of Access Programming by a person who is a resident of, or a group or organization which operates within, LTV's Service Area. LTV's Access Channels are LTV20 and EG22.

Access User - Any person who makes proper application for and presents Access Programming over the Public, Educational, or Governmental Access Channel, oftentimes interchangeable in this document with "Producer."

Access Programming - Video and audio material provided by an Access User on the Public, Educational, and Governmental Access Channels, which concerns matters of interest to and/or is about LTV's Service Area.

Applicant" – Any:

- (a.) **person** who is eligible for Public Access and is at least 18 years of age residing in, or a group or organization which operates within, LTV's Service Area;
- (b.) **entity** which is eligible for Educational Access such as a school district or not-for-profit educational institution chartered or licensed by a State Department of Education, or;
- (c.) **entity** which is eligible for Governmental Access, such as a municipal, county, or state government or an agency thereof which has properly applied for use of an Access Channel or Production Facility.

The **Applicant** shall be responsible for executing and abiding by all of the terms of the *LTV's Statement of Compliance and Policies and Procedures*. An Applicant is not an LTV staff member, and is forbidden to represent him or herself as such, or as a representative of LTV, and is also forbidden to use or display the LTV logo without express written permission.

Cablecasting - The distribution of programming (exclusive of broadcast signals) over LTV's cable television system.

Educational Access Channel - That cable channel which is designated by LTV for the presentation of Access Programming by school districts or educational institutions chartered or licensed by the State Department of Education (EG22).

Facility User - Any Applicant who makes proper application for and uses LTV's Production Facilities. As with an *Applicant*, a *Facility User* is not an LTV staff member, and is forbidden to represent him or herself as such, or as a representative of LTV, and is also forbidden to use or display the LTV logo without express written permission. As with *Access User*, *Facility User* is oftentimes interchangeable in the document with *Producer*.

Governmental Access Channel - That cable channel which is designated by LTV for the presentation of Access Programming by a municipal, county, or state government or an agency thereof (EG22).

Indecent Material - Any material in a program and/or presentation which would be defined as "programming that the cable operator reasonably believes is lewd, lascivious or



Local TV, Inc.
Post Office Box 799
Wainscott, NY 11975
(631) 537-2777
www.ltvh.org

filthy, or describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards" in accordance with The Communications Act of 1934, as amended. LTV reserves the right to broadcast indecent material after 10pm, at its own discretion.

Lottery - Any device, scheme, plan, promotion, contest or other program and/or presentation which involves directly or indirectly the elements of prize, chance and consideration, or any such device, scheme, plan, promotion, contest or other program and/or presentation which is, has been or may be declared a lottery under applicable local, state or Federal law.

Lottery Information - Any advertising or information concerning any Lottery as defined or any list drawn or awarded by means of any Lottery, whether said list contains any part or all of such prizes.

Obscene Material - Any material in a program and/or presentation which would subject the producer, supplier thereof and/or LTV to prosecution or penalty under local, state or Federal law for the production or presentation of obscene material.

Production Facilities - LTV's production equipment including In-House and Portable Equipment.

Qualified Portable Equipment User - A person certified by LTV after successfully passing a competency exam measuring his or her understanding of the use of Portable Equipment.

Service Area - The geographic area to which LTV provides a discrete Access Channel, i.e. East Hampton Town.