

Claremont Community Television  
CCTV 8 & 10  
Claremont Community Media Center  
Policies and Procedures



CCTV 8 & 10  
111 South St.  
Claremont, NH  
Claremontv8@gmail.com

## INTRODUCTION

CCTV is a membership-based organization established in 1999 to provide the City of Claremont and its citizens with public, educational and governmental (PEG) access to cable television and online media, via streaming platforms and existing cable infrastructure. Major funding is made possible through the cable franchise agreement between the City of Claremont and Comcast NBC Universal (Comcast).

## MISSION

Claremont Community Television is a non-profit organization whose mission is to provide the citizens of Claremont with public, educational, and governmental access to television.

CCTV provides residents or persons working in Claremont free: education and training in television production., access to professional equipment and facilities and time on the community cable channel (CCTV 8). These resources are provided on a non-discriminatory, first-come, first-serve basis for the production and presentation of programming by and for the community of Claremont, New Hampshire. All uses of CCTV shall be for non-commercial purposes.

To this end CCTV will:

- Uphold and promote the 1<sup>st</sup> Amendment to the U.S. Constitution of Freedom of Speech.
- Advocate the creation of programming that supports the free exchange of ideas and encourages public discourse.
- Create and maintain a community space that encourages collaboration and cooperation.
- Build broad community understanding and participation in community television that results in a tapestry of programming representative of the community's diversity.
- Encourage non-commercial submission of media of public interest.

## I. **MEMBERSHIP**

Membership to CCTV is open to all persons living, working, or doing business in Claremont. Membership privileges allow you to become a community producer, to take television and

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video production course have access to equipment and facilities to have access to channel time to broadcast programs. Members also will receive CCTV newsletters and program guides.

#### Individual Membership \$50

An individual who is unable to pay the annual membership fee may arrange with the Executive Director to work 8 hours of community service for CCTV

#### Organizational/ Non-profit Membership \$200

Membership covers six people to be representatives of their organization. These six individuals will have the same privileges as other members. Additional memberships can be negotiated at a reduced rate of \$35 each.

#### Business Membership \$300

Membership covers up to six people to be representatives of their organization. These three individuals will have the same privileges as other members. Additional representatives of the organization can join at the reduced rate of \$40.

## **II. TV Production Training and Education**

- A. Eligibility: All members are eligible to take classes. The regular CCTV curriculum is free to members. Nonmembers may be given permission to take a course with a fee. CCTV may offer special workshops from time to time that require a fee from all attendees to cover the cost of the outside instructor.
  
- A. Certification: To gain access to equipment, members must be CERTIFIED to use equipment. This is usually accomplished through successful completion of CCTV courses. Experienced videographers may by-pass certain classes provided that proof of technical experience and understanding is demonstrated.

## **III. Access to Equipment and Facilities**

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The professional production equipment at CCTV is to be shared by all members. Professional equipment is very expensive and CCTV resources are limited. Therefore, it is very important that members take special care of equipment. The community studio at CCTV is currently a shared space with the Sugar River Valley Regional Technical Center.

CCTV members must respect this partnership.

- i. To gain access to equipment and facilities, members must be certified to use of equipment.
  - ii. Equipment is only available for producing programming to be broadcast on CCTV channels 8 and 10. If a member uses equipment or facilities for any other purpose they will be charged a fee according to the RULE rental rate-sheet. Paid to CCTV. ([www.rule.com](http://www.rule.com))
- A. Project Proposal: A member wishing to use equipment and facilities must first submit a project proposal to CCTV. (Separate document link provided on website.)
  - B. Responsibility: Members are responsible for the loss or damage of equipment signed out to them. Members are also responsible for supervision of guests and children during production and editing times. Members who are und 18 years of age must have a parent/guardian or sponsoring adult to co-sign equipment use agreements.
  - C. Reserving Equipment and Facilities
    - CCTV equipment and facilities are available to members on a first-come, first-serve basis.
    - Reservations for equipment are made by request to CCTV staff either by email or in person.
    - CCTV staff will determine the amount of equipment and time available for a given request. Cooperation between members and staff in coordinating equipment usage will greatly increase opportunity for all.
    - The amount of time allowed to borrow equipment will usually be one to three days.
    - Use of either studio or editing facilities will be scheduled for three (3) hours or less. Staff may allow extended usage if it is available.
  - D. Equipment checkout and return

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Only staff can give equipment to a member after that member has signed the equipment use form (found online LINK). Minors need an adult co-signer. By signing the equipment use form the member takes responsibility for the equipment. Upon return of the equipment a staff member must check in equipment and sign the equipment use form.

#### *Equipment and Editing Suite Usage.*

Members that wish to work with the CCTV editing stations must provide their own external hard drives with USB connections. (USB 2.0, USB 3.0 or USB-C). Members may be able to borrow Memory Cards if they are available, but we suggest members purchase their own.

#### E. Cancellations

Cancellation of reservations should be made at least 24 hours in advance. Repeated last-minute cancellations may result in loss of privileges.

#### F. Equipment Problems

Members must notify staff if they experience problems with equipment. Members should fill out an Equipment problem report when problems are encountered. Producers that are found to be misusing or abusing equipment/facilities are subject to loss of privileges and request to pay for damages.

### **IV. PROGRAMMING**

- A. CCTV channel 8 is reserved for public, and educational access programming educational and channel 10 is reserved for governmental access programming. Any member can request time to cablecast their program. CCTV staff will try to honor specific requests for timeslots. Scheduling of the channel will be done in a fair and equitable basis. People who live or work in Claremont but are not members may sponsor outside programming. (Outside programming is material produced outside of CCTV.)

#### ***Getting Your Program on the Channel.***

Contact the Director at [claremontv8@gmail.com](mailto:claremontv8@gmail.com), 603-542-1755, or in person to discuss available time slots. Media is required in digital format or DVD. If providing DVD, one must give at least one week lead time. Digital format can be provided online or using USB hard drives. (This can change to other formats later as technology develops.) Digital formats must be

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delivered during weekday hours and at least two days ahead of the scheduled times of broadcast.

**B. Scheduling programs**

1. New programs are guaranteed one time slot. Additional timeslots can be requested up to IO in a week.
2. Individual programs can be scheduled for cablecast repeatedly for one month. Requests for additional cablecast time beyond one month will be granted at the discretion of CCTV staff
3. CCTV staff reserves the right to pre-empt scheduled programming.

**C. Series**

1. A series is at least four programs with new material cablecasting at least every month.
2. Long term series must have timeslots re-requested on a yearly basis.
3. Each episode must have a consistent running time. Episodes that fall short must be filled with other material.
4. Series time slots may be revoked after 30 days if they are in violation of series criteria.

**D. Program Content**

Program content is the responsibility of the producer or program sponsor. CCTV cannot pre-view programming.

Presentation of the following is prohibited:

- Any programming that is commercial in nature.
- Libelous and slanderous material
- Material that is obscene
- Any programming that is in violation of FCC, local, state or federal laws
- Unauthorized use of copyrighted material
- Political ads or commercials

***Protecting Children***

Producers with programming aimed at mature adult audiences are encouraged to request time slots after IO p.m.

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#### E. Requirements for Program Submission (changed Tape to Program)

- CCTV does NOT accept video (or audio) tape format for any program submissions
- DVD is the lowest quality of submission we are willing to accept
- Currently MP4 format is ideal (2021)
- CCTV prefers its format to be at a minimum 720P, however we do accept 480p if that is necessary. We would recommend you upscale your program using a program like Adobe After Effects.
- PLEASE do NOT worry about online delivery speeds or making files smaller for dial up. This degrades the quality we can broadcast and stream at.
- CCTV prefers digital format that is sent through Google Drive or Dropbox.

#### F. Ownership

A member who produces a program with CCTV facilities has ownership of their program.

CCTV will maintain a digital copy of any program produced with CCTV facilities and has the right to broadcast the program on channel 8 (or 10).

After one year a producer may request that their program no longer be broadcast.

#### G. Copyright

Producers maintain copyright on any programs that have been made without the assistance of CCTV staff. If CCTV staff is instrumental in the filming, editing or other production of the program, CCTV maintains a copyright and gives free license to those producers (as well as digital copies) of the program for their use.

#### H. Program Credit for Underwriting and Grants

Underwriting for programs must be for in kind contributions, goods and services and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: "This program was made possible thanks to ... " or " through a grant from ... " or "Goods and services used in this program were contributed by ... " Credit should not include telephone numbers or street addresses but may list name of business or organization and town.

#### I. Underwriting

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Sponsoring programming or "Underwriting" on CCTV is an effective means to achieving the marketing goals of your business or organization, while also supporting the community. Underwriters are held in high regard because they support a valued institution and its programs. So while you benefit from on-air recognition and awareness while reaching 5,000 cable homes in the Claremont community, you are seen as more than just a sponsor. Underwriting aligns you with programs that viewers care about and allow you to strike a responsive chord. Many companies underwrite community access television programming to reach and build relationships with customers, employees, community leaders, public officials, and other important constituents.

CCTV Television has several options available to heighten the impact of underwriting.

**PLATINUM: \$2000**

Work with CCTV to develop your own TV series. CCTV will help produce, edit and film your program.

**GOLD \$500**

Support CCTV programming, help to support a PSA, CCTV will help produce, edit or film up to one hour of programming.

**SILVER \$250**

Support CCTV programming by supporting an episode of your favorite program.

**J. Outside Programming**

- Any person who lives or works in Claremont may sponsor programming to broadcast on channel 8 or 10.
- Program must meet same criteria and requirements as local programming.
- CCTV member produced programs take precedent when scheduling channel times.
- CCTV staff may also sponsor outside programming.
- CCTV retains the right to NOT broadcast any programs due to inappropriate material.

**K. Bulletin Board for Channels 8 and 10**

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Non-profit groups and community organizations may submit public service messages to be cablecast on the channel 8 electronic bulletin board. Political messages that sponsor a candidate or advocate a ballot issue are prohibited. To submit an item for the bulletin board please submit in MS PowerPoint format or JPG. Please be aware of the television screens horizontal layout. 1920x1080 pixels for JPG is the largest size available. Do not submit large blocks of text or large posters that require lots of reformatting, these will be ignored.

#### **V. ROLE OF CCTV STAFF:**

The role of CCTV staff is to teach, guide and support members with their productions. CCTV staff is responsible for coordinating and managing the use of CCTV equipment, facilities, and channel. CCTV staff does not produce programming for members but will do their best to assist and support members through their projects.

#### **VI. GENERAL HOUSE RULES**

- No member may reconfigure facility wiring
- No smoking in CCTV or School facilities
- Pets and non-working animals are not to be brought into CCTV facility.
- Food and Drink are not allowed in production areas.
- Members are expected to clean up after they use the facility
- Access to equipment will be denied to persons who are under the influence of alcohol or illegal drugs
- COVID – Members of CCTV and employees of CCTV must be vaccinated to use the facilities or equipment.

#### **VII. INDEMNIFICATION**

To become a member and gain access to CCTV equipment, facilities and channel, individuals must agree to abide by these policies and procedures. Members shall indemnify and hold harmless CCTV, staff, volunteers, board of directors and City of Claremont from any and all claims and liabilities arising out of use of facilities, equipment and channel time.

#### **VIII. VIOLATIONS**

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In order to provide equitable access to all members, the CCTV executive director will enforce compliance with these policies and guidelines through verbal and written warnings as well as suspension of membership privileges.

Examples of violations that may result in suspension include but are not limited to:

- Abuse or threat of abuse to staff or members
- Commercial or profit-making use of CCTV equipment and facilities
- Falsifying forms
- Taking equipment without staff permission
- Abuse to equipment and facilities including attempted repair and reconfiguration.
- Repeated minor violations

#### **IX. GRIEVANCE PROCEDURES**

Members should first discuss any problem with CCTV Executive Director in an attempt to resolve the issue. In the event the problem is not resolved, the member may file a grievance. A grievance is defined to mean a complaint by an active member or group based on a dispute involving the meaning, interpretation or application of CCTV policies and guidelines.

The grievance must first be presented in writing to the Executive Director who will meet with the member within 10 working days in an effort to settle the grievance. In the event the grievance is not resolved, the Executive Director shall refer the grievance to the CCTV Board President. The Board of Directors will discuss and render a decision on the issue at the next scheduled board meeting.

#### **X. INTERPRETATION**

Where the implementation of CCTV policies are subject to interpretation, decisions shall be at the discretion of the CCTV Executive Director.

#### **XI. VIDEOTAPE, DVD SALES AND DUBS**

CCTV no longer works with videotape. DO NOT attempt to use this format for anything at CCTV.

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