

**LARCHMONT - MAMARONECK COMMUNITY
TELEVISION, INC.
POLICIES AND PROCEDURES**

Revised January 7, 2003

LMC-TV Headquarters

740 West Boston Post Road, Suite 311

Mamaroneck, NY 10543

914 381-2002

914 698-7641-fax

email: lmctv@lmc-tv.org

www.lmc-tv.org

Palmer Avenue Studio

Mamaroneck High School

Mamaroneck, NY 10543

914/698-6808

Studio II

145 Library Lane

Mamaroneck, New York 10543

914/381-0131

POLICY AND NUMBER

- PART 1: Implementation of First-Come, First-Served Mandate
- PART 2: Producer Eligibility
- PART 3: Certification
- PART 4: Portable Equipment Usage
- PART 5: Edit Equipment Usage
- PART 6: Studio Usage
- PART 7: User Sanctions:
- PART 8: Program Content
- PART 9: Program Scheduling
- PART 10: Modifying Policies and Procedures
- PART 11: Exceptions
- PART 12: Political Programming

<u>PART 1 – IMPLEMENTATION OF FIRST-COME, FIRST-SERVED MANDATE</u>	1
GENERAL	1
POLICY	1
RESERVATION OF EQUIPMENT OR FACILITIES	1
ACCESS TO TRAINING	3
RESERVATION OF CHANNEL SPACE	3
ACCESS TO ALPHANUMERIC DISPLAY COMMUNITY BULLETIN BOARD	4
EXCEPTIONS - SEE PART 11, PAGE 36	
<u>PART 2 - PRODUCER ELIGIBILITY</u>	5
POLICY	5
RESIDENCY	5
AGE	6
PRODUCER'S AGREEMENT AND VERIFICATION	6
CERTIFICATION	6
<u>PART 3 - CERTIFICATION</u>	7
GENERAL	7
POLICY	7
ORIENTATION	7
PRODUCTION PLANNING	8
TRAINING	8
FULL CERTIFICATION	8
SUBSTITUTIONS FOR TRAINING	8
<u>PART 4 - PORTABLE EQUIPMENT</u>	9
POLICY	9
GENERAL	9
RESERVATION	9
CHECK-OUT	10
CHECK-IN	11
CANCELLATION	11
LATE RETURNS	12
RESPONSIBILITY OF THE PRODUCER	12
VIDEOTAPE POLICIES	12
EXCEPTIONS - SEE PART 11, PAGE 36	13
<u>PART 5 - EDIT EQUIPMENT USAGE</u>	14
POLICY	14

GENERAL	14
EDIT PREPARATION	14
EDIT RESERVATION	15
EDIT SESSION	16
CANCELLATIONS	17
EXCEPTIONS - SEE PART 11, PAGE 38	17
<u>PART 6 - STUDIO USE</u>	<u>18</u>
POLICY	18
GENERAL	18
RESERVATION RULES	19
STUDIO USE	20
<u>PART 7 - USER SANCTIONS</u>	<u>22</u>
POLICY	22
REQUIREMENT TO LEAVE LMC-TV PREMISES	22
MAJOR OFFENSES	22
DISCIPLINARY ACTION FOR MAJOR OFFENSES	23
MINOR OFFENSES	24
DISCIPLINARY ACTION FOR MINOR OFFENSES	24
<u>PART 8 - PROGRAM CONTENT</u>	<u>26</u>
GENERAL	26
POLICY	26
LIABILITY	26
PROGRAM CONTENT	26
COPYRIGHT	27
DISTRIBUTION	27
PROGRAM SUPPORT POLICY	27
<u>PART 9 - PROGRAM SCHEDULING</u>	<u>29</u>
POLICY	29
REQUESTS FOR CHANNEL SPACE	29
PROGRAM TECHNICAL STANDARDS	30
AUTHORSHIP/ORIGINATION	30
PROGRAMS NOT PRODUCED THROUGH LMC-TV FACILITIES	30
SERIES PROGRAMMING	31
LIVE PROGRAMMING	32
ALPHANUMERICS	33
NOTIFICATION	33
SCHEDULING PRIORITIES	33
REQUEST TV	33

EXCEPTIONS - SEE PART 11, PAGE 36	34
<u>PART 10 - MODIFYING POLICIES AND PROCEDURES</u>	35
GENERAL	35
POLICY	35
<u>PART 11 - EXCEPTIONS</u>	36
GENERAL	36
POLICY	36
<u>PART 12 - POLICY FOR POLITICAL PROGRAMMING</u>	37
INTRODUCTION	37
DEFINITIONS	37
POLICY GUIDELINES	38
ADDITIONAL POLICIES	39



Part 1 – IMPLEMENTATION OF FIRST-COME, FIRST-SERVED MANDATE

GENERAL

- 1.0 The mandate calls for LMC-TV to make training facilities, equipment and channel space available on an open, non-discriminatory basis to residents of Larchmont and Mamaroneck. The day-to-day operations of LMC-TV require clarification of this mandate and consistent guidelines for implementation.

POLICY

- 2.0 The goal of all LMC-TV activities shall be (a) to maximize the use of all of LMC-TV limited resources, and (b) to encourage the broadest possible diversity of use and programming by the community. LMC-TV, 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 LMC-TV resources.
- 2.1 No producer may charge a fee as a condition for appearing on his/her show.

RESERVATION OF EQUIPMENT OR FACILITIES

- 3.0 Equipment or facilities may be requested by the producer beginning on the first day of the month for that month and the month following, in writing, in person or by phone. Reservations should be confirmed by the user three (3) days in advance. Such scheduling provides a rolling window of opportunity for first-come, first-served reservations.
- 3.1 Each request or transaction form will be timed and dated by LMC-TV staff to provide reference in cases of reservation disputes.
- 3.2 Time blocks allowed for equipment reservations will be as follows:
 - (a) Portable equipment — 24 hours except over weekends, holidays or such other times as LMC-TV offices are not open;
Edit equipment — 3 hours blocks;
 - (1) Non-linear edit systems - time blocks will be arranged with the producer by the Studio Coordinator at the time of project approval (see Part 5, Section 2.3 below).
 - (c) Studio facilities — 3 hours maximum unless special conditions or arrangements have been approved by LMC-TV staff;

- 3.3 Each user or group is limited to (2) two portable equipment or studio reservations and (2) two edit reservations at a time. An additional reservation may be made only when an existing reservation has been completed or the user has requested and LMC-TV has approved series production.
- 3.4 Portable equipment is normally reserved per (1) camera, unless specific request by user, and authorization by LMC-TV on-duty supervisory staff is given.
- 3.5 Priorities for equipment use are ranked as follows subject to pre-emption by the decision of the Executive Director:
- (a) LMC-TV productions.
 - (b) Training workshop. Equipment required for training will not be available for other purposes during training sessions.
 - (c) First-time Users. To serve an increasing number of citizens, first-time users will be given limited priority in the mix of equipment reservations. LMC-TV staff will apply this guideline with minimum disruption of regular use plans.
 - (d) Time-certain Dates. To accommodate time-certain fixed-time or one-time events, LMC-TV staff may apply this guideline, again with a minimum disruption of regular user plans.
 - (e) Series Producers. LMC-TV will give limited priority to 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.
 - (f) Regular User. In cases where preemption is involved, LMC-TV staff will negotiate an agreeable settlement between regular users and preemptive users.
- 3.6 Producers who have special reservation requirements for a series program, such as a standing studio reservation, must have a signed series contract on file with LMC-TV.
- (a) Series contracts may be made for weekly, bi-weekly or monthly series.
 - (b) The producer must have a minimum of three crew members (not including talent) signed up to crew the series program.
 - (c) No producer may have more than one series at a time.
 - (d) If a producer fails to produce any two installments for a series, the series may be canceled and the user may not be granted a series contract in the future at the discretion of the Executive Director.
- 3.7 LMC-TV will maintain a "stand-by" list for interested producers, on a first-come first-served basis, interested in using canceled reservations.
- (a) Producers who have gone over their per-program allotment are eligible for stand-by time with the approval of the Executive Director.

- 3.8 Exceptions to these guidelines must be approved by the Executive Director. Consideration will be given to written proposals for exceptions stating overall project goals, special circumstances and exceptions requested.

ACCESS TO TRAINING


- 4.0 LMC-TV will provide training to residents of Larchmont and Mamaroneck on a first-come, first-served basis, and will concurrently seek to encourage, through staff outreach efforts, the broadest possible mix of participation in public access activities.
- 4.1 LMC-TV will maintain a list of training requests, dated at the time of the request.
- 4.2 In the event of workshop overcrowding, the offering of training shall be drawn from the master list of training requests according to the date sequence of that list:
- (a) Size of training groups shall be determined by constraints of equipment and space, and by training effectiveness.
 - (b) Frequency of training groups shall be determined by the Executive Director based on staff availability, facilities and equipment availability, demand and other factors.
- 4.3 Outreach efforts shall be directed by the Executive Director and the Board of Directors to ensure:
- (a) Fair use of LMC-TV by all;
 - (b) Maximization of resources; and
 - (c) The broadest possible diversity of use.

RESERVATION OF CHANNEL SPACE

- 5.0 Channel space for live or videotaped programs must be requested through the LMC-TV Program Coordinator two weeks in advance or at commencement of production.
- 5.1 LMC-TV retains the right to schedule programming playback at times of its discretion. Every effort will be made to accommodate producers' requested time-slot.
- 5.2 The Executive Director will honor requests on a first-come, first-served basis where possible within the parameters of:
- (a) Overall program composition and flow;
 - (b) Considerations of audience-building;
 - (c) Constraints of schedule building with regard to series, live feeds and special events;
 - (d) Representative diversity of programming.

- 5.3 When a program provider does not request specific dates, or time, LMC-TV will schedule his/her programs.
- 5.4 Serial programs may be scheduled on a first-come, first-served basis for a maximum of thirteen installments for cablecasting regularly on the same day, time and channel. The following limitations apply to serial programming.
- (a) Renewal of a serial program will not be considered until 50% of the presently scheduled programs have been cablecast;
 - (b) To keep a series time slot, the producer must maintain a 5 to 1 ratio of repeat to original programming;
 - (c) If a serial user fails to produce any two installments for a series, the series may be canceled and the user may not be granted a series time in the future without the permission of the Executive Director;
 - (d) Renewal of a series will be based on (1) the producer's ability to deliver in a timely manner, (2) requests made for the same time and days, (3) demands on studio or equipment time, and (4) overall diversity of program schedule.
- 5.5 The cablecast of tapes produced by non-residents of Larchmont and Mamaroneck may be preempted by requests for channel space by residents of Larchmont and Mamaroneck.
- 5.6 At no time will programming produced by non-residents of Larchmont and Mamaroneck comprise more than 33% of the total program time scheduled during a month, unless so approved by the LMC-TV Board of Directors.

ACCESS TO ALPHANUMERIC DISPLAY COMMUNITY BULLETIN BOARD

- 6.0 Messages for alphanumeric display on LMC-TV during non-video programming hours will be accepted on a first-come, first-served basis with the following limitations:
- 6.1 All messages must comply with program content policies listed below in Part 8;
 - 6.2 All messages must conform to the constraints of LMC-TV's alphanumeric display system with regard to technical and programmatic dimensions;
 - 6.3 All alphanumeric messages must be identifies as to source and provider;
 - 6.4 The number of concurrent messages on LMC-TV alphanumeric display exceeds available channel time.
- 

Part 2 - PRODUCER ELIGIBILITY

POLICY

- 1.0 LMC-TV establishes the following criteria of eligibility for use of LMC-TV facilities, equipment, training and channel space.

RESIDENCY

- 2.0 Any resident of Larchmont and Mamaroneck or employee or agent of a business, institution or government agency that operates in Larchmont or Mamaroneck will be considered eligible to use LMC-TV facilities, equipment, training and channel space. Substantive proof of residency may be required.
- 2.1 Residence shall mean bona fide residence.
- 2.2. Staff members of a bona fide service organization or non-profit agency that services or is located in Larchmont and Mamaroneck shall be considered eligible on behalf of the organization.
- 2.3 Full-time students of an educational institution located in Larchmont and Mamaroneck shall be considered eligible.
- 2.4 An authorized representative of an institution or group named in 2.2 or 2.3 above shall be considered eligible.
- 2.5 In order to facilitate development of Public Access and to meet community needs, LMC-TV will accept programming of interest and service to residents of Larchmont and Mamaroneck provided that:
 - (a) Such programming meet all requirements for programming spelled out in Part 8 below;
 - (b) Such programming is subject to appropriate guidelines specified under Part 1 above.
- 2.6 Residents of Larchmont and Mamaroneck have priority for checking out equipment and using facilities, and may preempt eligible users specified in 1.2, 1.3, 1.4, and 1.5 above.
- 2.7 Verification of residency may be required to be on file in the LMC-TV office prior to reservation.


AGE

- 3.0 A resident of Larchmont and Mamaroneck must be 18 years of age or older to request use of LMC-TV training, facilities, equipment or channel space with the following exceptions:
- 3.1 If an adult resident of Larchmont and Mamaroneck assumes legal responsibility and liability, a minor who is enrolled in the 6th grade or above may use the training facilities, equipment or channel space of LMC-TV.
- 3.2 An adult taking responsibility for a minor in LMC-TV programs must have signed a "Producers Agreement" which is to be kept on file at LMC-TV. The agreement states that the adult assumes full responsibility for the equipment during the period when the minor is in possession of equipment or materials.
- 3.3. An adult taking responsibility for a minor in LMC-TV programs assumes responsibility for any damage to equipment facilities used by the minor and costs of any repair or replacement of equipment or materials resulting from damage misuse or theft while such equipment or materials are in the possession and control of the minor.
- 3.4 An adult taking responsibility for a minor in LMC-TV programs must sign the LMC-TV Producers Agreement and assume responsibility for the content of the program in which the minor is involved.

PRODUCER'S AGREEMENT AND VERIFICATION

- 4.0 A resident or other user of LMC-TV training, facilities, equipment and channel space must sign and submit to LMC-TV a producer's agreement and provide verification of age and residency prior to using LMC-TV facilities or services.

CERTIFICATION

- 5.0 A user of LMC-TV facilities or equipment must be certified in the use of the equipment or facilities requested. The policy on certification is specified below in Part 3.
- 

Part 3 - CERTIFICATION

GENERAL

- 1.0 In order to make equipment and facilities available to eligible residents of Larchmont and Mamaroneck on a first-come, first-served basis, to insure the proper and maximal use of such equipment and facilities, and to protect LMC-TV resources against misuse by unqualified persons, it is necessary to have special guidelines for certifying an eligible user's qualification to use LMC-TV equipment and facilities.

POLICY

- 2.0 Prior to using LMC-TV equipment or facilities, on LMC-TV premises or away from LMC-TV premises, an eligible user must:
- (a) be oriented to LMC-TV programs, policies, procedures and facilities;
 - (b) have a specific program goal to accomplish;
 - (c) be trained or certified by LMC-TV or an LMC-TV approved training program in the specific equipment to be used; and
 - (d) have an understanding of the policies and procedures under which LMC-TV makes such equipment and facilities available to the public.

ORIENTATION

- 3.0 LMC-TV will provide orientations to its policies, procedures, operations and programs on a regular basis and shall require attendance at such orientations as prerequisite to entering LMC-TV programs.
- 3.1 Orientation will be held for those offered training, and will be scheduled and announced in advance.
- 3.2 Participants will receive a "Policies and Procedures" booklet at training registration for reference and additional home reference.
- 3.3 Participants will be asked to sign an Agreement with Policies form following the orientation.
- 3.4 Eligible users may re-take the orientation session as many times as desired.
- 3.5 Eligible users may be directed to re-attend the orientation session as a condition of probation, specified in Part 7 below.

PRODUCTION PLANNING

- 4.0 Given that the goal of training is to enable participants to develop the requisite skills to produce community programming for the LMC-TV channels, producers are encouraged to develop specific program ideas with LMC-TV staff. This idea may be developed with LMC-TV staff or through the training program into a specific production plan.

TRAINING

- 5.0 LMC-TV will provide training in Portable Field Production, Editing, Studio Production, and Electronic Graphics, and may require successful completion of the training program in each specific area for certification to use equipment and/or facilities in that specific area.
- 5.1 Each trainee will attend all the training sessions involved in a particular track for certification in that track.
- 5.2 Each trainee will participate in a group production exercise aimed at testing understandings under field conditions.
- 5.3 Each trainee will demonstrate proficiency in using the equipment in the particular track being trained for in order to be certified to use that specific equipment.

FULL CERTIFICATION

- 6.0 At the conclusion of training in a particular track, the user who has successfully completed the training in that track will be "provisionally certified" to use the equipment in that track.
- 6.1 Full certification in each training track is contingent on the user successfully participating in a program for cablecast.
- 6.2 At such time as users submit their first completed program for cablecast, they will be fully certified by LMC-TV.
- 6.3 Certification is only good for 6 months after the last time the user availed themselves of equipment or facility use and may be renewed at the discretion of the Executive Director or by attending an LMC-TV refresher training.

SUBSTITUTIONS FOR TRAINING

- 7.0 LMC-TV may make exceptions to the requirement for LMC-TV-approved training as a part of the process necessary to becoming certified to use specific LMC-TV equipment or facilities.

Part 4 - PORTABLE EQUIPMENT

POLICY

- 1.0 Use of LMC-TV portable field production equipment will follow guidelines set up to insure maximization of use, responsible and safe use, protection of equipment, and orderly, timely and manageable supervision.

GENERAL

- 2.0 Use of LMC-TV portable field production equipment must be for the purpose of recording and preparing programs for cablecast on the LMC-TV channels in Larchmont and Mamaroneck.
- 2.1 Use of LMC-TV portable field production equipment for private or commercial purposes is prohibited except as authorized by the Executive Director but in no instance shall such use preempt equipment use by a LMC-TV certified producer for an LMC-TV project or show.
- 2.2 Use of LMC-TV portable field production equipment must be within the Larchmont and Mamaroneck area or within a reasonable distance from Larchmont and Mamaroneck unless authorized with prior approval in writing by the Executive Director.
- 2.3 LMC-TV portable field production equipment may only be used by a certified producer (see Part 3 above) who assumes responsibility for the equipment, its care and safety during usage, and who has a Producer's Agreement on file in the LMC-TV offices.

RESERVATION

- 3.0 Portable equipment may be reserved on a first-come, first-served basis (see Part 1 above) by written, telephone or in-person request.
- 3.1 Time blocks for portable equipment use are 24 hours, except on weekends or holidays, based upon:
 - (a) The production needs of the user; and
 - (b) The maximization of utilization of equipment by the greatest number of users.
- 3.2 A producer or group is usually limited to one (1) field production package reservation at a time. Reservations for multi-camera portable packages require specific application and approval by LMC-TV staff.
- 3.3 Only one (1) portable unit may be reserved per project at any given time.

- 3.4 A maximum of three (3) uses of portable equipment per field-produced program are permitted, unless standby reservations are made (see 3.6 below). Additional reservations must be approved by the Executive Director. In addition, each portable program must be completed within two (2) months of the initial checkout, unless an extension has been approved through the Executive Director.
- 3.5 If a certified producer needs more than the allotted uses of portable equipment to finish his or her program, they can do so by making a standby reservation. Pending staff approval, the producer may reserve portable equipment no earlier than seventy-two (72) hours in advance.
- 3.6 Reservation of portable field production equipment includes the following specifications:
- (a) the Check-Out date and time;
 - (b) the Check-In date and time;
 - (c) the equipment to be used;
 - (d) the project for which the reservation has been made.
- 3.7 Cancellations or changes in the reservation must be made at least 24 hours in advance of the reservation Check-Out time whenever possible. Failure of notification can result in probationary sanctions. (see Part 7)

CHECK-OUT

- 4.0 The Check-Out date and time reserved is a time-specific appointment with a LMC-TV staffer and should be considered as such.
- 4.1 The producer shall allow a minimum of thirty (30) minutes for the scheduled pick up and check-out of equipment.
- 4.2 The producer checking out equipment is required to set up the equipment in the presence of the on-duty supervising LMC-TV staffer and make a test tape prior to removing the equipment from LMC-TV premises. The test allows the producer and the LMC-TV staffer to assure the operability of all components of the system and to agree upon any exceptions.
- 4.3 All equipment to be removed from LMC-TV premises must be checked out by a LMC-TV staffer, signed for by a certified producer, and properly recorded on LMC-TV forms.
- 4.4 A producer must sign the Equipment Check-Out form, indicating responsibility for the items listed there, noting any malfunctions, cosmetic damage or missing parts and indicating the date and time they agree to return the equipment to LMC-TV premises.

- 4.5 Equipment reservations are non-transferable. The producer making the reservation must be present at the Check-Out, and cannot send a proxy or substitute unless:
- (a) Specific arrangements for such have been made at the time of the reservation, and
 - (b) The proxy or substitute is also a certified producer with LMC-TV.

CHECK-IN

- 5.0 The Check-In date and time reserved is a time-specific appointment with a LMC-TV staffer and should be considered as such.
- 5.1 The producer should allow a minimum of thirty (30) minutes for the scheduled Check-In.
- 5.2 The producer is required to set up and operate the portable equipment being returned in order to allow the LMC-TV staffer to check it over for operability and possible damage.
- 5.3 At no time is equipment to be returned, dropped off or left at LMC-TV premises without examination and testing with an LMC-TV staffer and sign-off on the equipment Check-Out form by both the producer and the LMC-TV staffer. Failure to return equipment with proper check-in procedure may lead to probationary sanctions.
- 5.4 All videotape used for a project, whether owned by the producer or by LMC-TV must be kept by the producer until such time as the project is completed. LMC-TV will not be responsible for loss or damage of videotape left in any facility.
- 5.5 Equipment use is non-transferable. Equipment must be checked in by the producer who checked the equipment out, and that producer must sign off their responsibility for the equipment with an LMC-TV staffer.

CANCELLATION

- 6.0 Cancellation or changes in reservations must be made at least 24 hours in advance in order to allow LMC-TV to make the reserved equipment available to other users.
- 6.1 In cases of circumstances beyond the producer's control requiring cancellation of a portable equipment reservation, notification should be made to LMC-TV as soon as such circumstances are known.
- 6.2 Failure to notify in advance of a cancellation is a violation of LMC-TV Policies and Procedures and is cause for probationary sanctions.

LATE RETURNS

- 7.0 Except under extenuating circumstances, late return of portable equipment is a violation of LMC-TV Policies and Procedures, and can result in probationary sanctions on the late producer.

RESPONSIBILITY OF THE PRODUCER

- 8.0 The producer is responsible for the safety, proper use and care of the equipment while it is signed out to him/her.
- 8.1 The producer is financially responsible for the equipment while it is signed out to him/her.
- 8.2 The producer is financially responsible for any damage to or theft of the equipment while it is signed out to him/her.
- 8.3 The producer is responsible for any claims resulting out of use of the equipment and promises to indemnify and hold harmless Larchmont Mamaroneck Community Television, Inc., and its Directors, Officers and staff, against any such claims arising out of the use of the program material to be cablecast or any breach of the producer's signed Producer's Agreement, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws, and unauthorized use of copyright material.
- 8.4 The producer is responsible for continued progress to completion for cablecast as a result of using LMC-TV equipment and facilities.

VIDEOTAPE POLICIES

- 9.0 LMC-TV requires that all videotape, whether the producer's or LMC-TV's, must be kept in the possession of the producer until the project for which the tape has been used is ready for cablecast.
- 9.1 All program rights belong to the producer. LMC-TV recommends that the producer purchase the Studio Master or Edit Master of the finished program to avoid questions of program ownership.
- 9.2 Upon approval of a project or show, LMC-TV will provide videotape to a producer for recording a studio production Master tape.
Upon completion of the show, LMC-TV will air the tape. Once aired, the producer may:
1. Buy the original tape from LMC-TV.
 2. Give up the original tape to LMC-TV for recycling.

LMC-TV will provide one copy of the Studio Master tape to the producer free of charge except for the cost of the videotape. Additional copies can be provided at normal dub rates.

Tapes needed for creating an Edit Master will be supplied by LMC-TV and will face the same decision-making as the Studio Master (see above) except in the case of projects that have already been supplied a Studio Master videotape by LMC-TV. In such cases the producer is responsible for supplying the Edit Master.

Tapes needed for field production will be the responsibility of the producer.

- 9.3 LMC-TV will seek to archive significant representative programming produced through LMC-TV facilities, and will use segments of such archived material to prepare demonstration, instructional and sample tapes to conduct LMC-TV's routine training, outreach and development programs.
- (a) Producers using LMC-TV equipment or facilities agree to have their work archived and/or excerpted in such a manner and for such purposes.
 - (b) LMC-TV reserves the right to distribute programs to other access centers for cablecasting in the greater New York area.

EXCEPTIONS - See Part 11

Part 5 - EDIT EQUIPMENT USAGE

POLICY

- 1.0 Use of LMC-TV editing equipment or edit suites will follow guidelines set to insure maximization of use, the broadest diversity of use, responsible and safe use, protection of equipment, and orderly, timely and manageable supervision.

GENERAL

- 1.0 Use of LMC-TV editing equipment or editing suites must be for the purpose of producing programming for cablecast on the LMC-TV channels. The following are not allowed:
- (a) Copying or dubbing tapes, except for cable cast. Dubs are done at rate card rates, and will be made by LMC-TV staff;
 - (b) Compiling material that won't be cablecast as a program; and
 - (c) Preparing or editing materials for commercial or private purposes except as approved by the Executive Director but in no instance shall such approval deprive an LMC-TV certified Producer from the use of such editing equipment on an LMC-TV approved project.
- 1.1 LMC-TV edit equipment may only be used by a certified producer (see Part 3 above) who assumes responsibility for the equipment and its care during usage, and who has a Producer's Agreement on file in the LMC-TV offices.
- 1.2 Dubs of programs edited or produced with LMC-TV facilities cannot be released until the first cablecast of the program. A producer may have a program dubbed prior to sending it to cablecast, but that dub will not be released until the program is scheduled for cablecast.

EDIT PREPARATION

- 2.0 It is expected that a producer scheduling edit time will have thoroughly logged and edit-scripted all original tapes before scheduling the edit session.
- 2.1 To maximize the use of scarce edit time, it is expected that the edit time will not be used as a time to view and/or log tapes or as a time to script the final program. Editors are expected to arrive prepared to put together a finished program.
- 2.2 Edit preparation shall include the following:
- (a) All visual materials must be on videotape at the time of the edit, in a form ready to be edited;

- (b) For sound sources other than videotape the producer must, at the time of the edit reservation, make explicit arrangements with LMC-TV staff. Accessories such as CD players, cassette recorders, microphones, etc. are subject to movement and checkout and must be reserved specifically for the edit session.
 - (c) Editing may include limited special effects created with the non-linear edit equipment, provided through assistance by LMC-TV staff. Special effects assistance must be requested in advance, at the time the edit reservation is made, and will be considered based on:
 - (1) Availability of the equipment for such and maximization of its use;
 - (2) Availability of staff to perform special "set ups" for the session;
 - (3) Validity of need as represented in the proposal.
- 2.3 Use of the non-linear edit system will be available for pre-approved projects on a case by case basis. Non-linear system editors are expected to have completed an advanced edit workshop conducted by LMC-TV.

EDIT RESERVATION

- 3.0 Edit equipment may be reserved on a first-come, first-served basis (see Part 1 above) by written, telephone or in-person request.
- 3.1 Edit reservations may be made beginning the first day of the month for that month and the month following.
- 3.2 Time limitations on edit reservations are as follows:
- (a) Each edit booking:
 - (1) Linear (tape-to-tape)- 3 hours
 - (2) Non-linear- See (b)(2) below.
 - (b) Edit hours per program:
 - (1) Linear (tape-to-tape)- A producer has a maximum of nine (9) edit session hours in which to complete a program. For first time producers the first edit session is considered an extension of the training, and does not count with regard to this limitation.
 - (2) Non-linear-One block, length of which will be specified at time of project approval (see section 2.3 above).
 - (c) Any project requiring more than the edit hours per project specified above must comply with one of the following:

- (1) A proposal detailing the importance, parameters and nature of the project for which a variance in the rules is sought, and subsequent clearance from the Executive Director.
 - (2) Payment for rate card rates for any time exceeding the routine limitations at the published access rate (see attached).
 - (3) Reserved as standby, no more than seventy-two (72) hours before desired edit time, with staff approval.
- 3.3 A producer or group may have up to two (2) edit reservations at a time, not to exceed the total amount of equipment use allotted per project (See 3.5 below).
- 3.4 Series and regular producers may request series editing reservations, depending on the post-production requirements of the program, up to a maximum of two three-hour sessions per program.
- 3.5 Reservation of editing equipment includes the following specifications:
 - (a) date and session starting; ending;
 - (b) name of project being edited;
 - (c) technical or staff support needed, sound or graphic resources needed, special conditions required, etc.
- 3.6 Edit reservations are non-transferable. Should the original individual scheduling the edit reservation cancel it, the time will be offered to other producers on a waiting list.

EDIT SESSION

- 4.0 Failure to arrive and claim an edit reservation within fifteen (15) minutes of the scheduled starting time will result in forfeiture of the entire editing time.
- 4.1 Editors must vacate facilities by the completion of their reserved time unless LMC-TV staff or the next editor voluntarily grants an extension.
- 4.2 After the initial edit, edit session following edit training, it is not expected that the LMC-TV staffer will spend full-time with the producer in the edit suite. LMC-TV strives toward self-sufficiency.
- 4.3 Smoking, eating and drinking are not permitted in the edit suite at any time.
- 4.4 At the conclusion of an edit session, it is expected that the edit suite will be left in the same condition as it was when turned over to the producer.
 - (a) All tapes should be boxed, properly labeled and properly shelved if the tape belongs to LMC-TV. Those not owned by LMC-TV should be taken from the premises with the producer.
 - (b) All sound sources and equipment should be returned to normal positions or locations.

- (c) All paper, debris and miscellaneous material should be removed from the suite.
- (d) Editing station and equipment should be returned to normal plugging, switching and setup positions.
- (e) Limited provision to store works-in-progress at LMC-TV edit stations may be provided at the discretion of the Studio Coordinator. LMC-TV will not be responsible for any tapes left in such storage.

CANCELLATIONS

- 5.0 Cancellations or changes in edit reservations must be made at least 7 days in advance in order to allow LMC-TV to make the reserved edit suite available to other users.
- 5.1 Failure to notify in advance of a cancellation is a violation of LMC-TV Policies and Procedures and is cause for probationary sanctions. Producers who cancel without proper notification will not be allowed to re-book the missed session except on a standby basis.

EXCEPTIONS - See Part 11



Part 6 - STUDIO USE

POLICY

- 1.0 Use of LMC-TV studios, editing equipment or edit suites will follow guidelines set to insure maximization of use, the broadest diversity of use, responsible and safe use, protection of equipment, and orderly, timely and manageable supervision.

GENERAL

- 2.0 To be eligible for studio certification training, you are required to first attend an LMC-TV orientation session.
- 2.1 In some cases, groups are eligible to enter into studio certification if they meet all of the criteria below:
- (a) They are already a working group;
 - (b) They have a minimum of 3 members LMC-TV recommends 7 crew positions, but it takes a minimum of 3 persons to operate a studio except in complex productions where the minimum will be determined by the Studio Coordinator;
 - (c) The group has a specific production plan;
 - (d) The group will train as a group and work toward that production goal.
- 2.2 All studio use must be for the purpose of producing a finished program for the community access channels.
- 2.3 LMC-TV recommends that studio productions be “live to tape”, resulting in a finished program for each studio reservation. A producer is, however, allowed two (2) studio reservations to complete a program.
- 2.4 The studio is to be used as-is. Use of additional technical components or arrangements requiring rewiring or reconfiguration must be cleared in advance with LMC-TV.
TECHNICAL RECONFIGURATION IS CAUSE FOR IMMEDIATE SUSPENSION OF LMC-TV PRIVILEGES.
- 2.5 All equipment, including console, monitors, tripods, cameras, decks, audio equipment and accessories are to remain in the studio. At no time can any of this equipment be checked out for production in any place other than the studio.
- 2.6 Smoking, drinking and eating are prohibited in the studio and control room areas. Glasses of water for talent are permitted on the studio floor.
- 2.7 Broken or malfunctioning equipment or systems are to be reported to LMC-TV staff immediately.
- 2.8 Studio groups are limited to 30 people, unless cleared in advance by the Executive Director.


- 2.9 After each production, producers and volunteers must clean up production materials and return the studio to the condition in which they found it. The producer is ultimately responsible for the condition of the studio after the production.

RESERVATION RULES

- 3.0 Reservations of the studio may be made beginning on the first day of the month for that month and the month following.
- 3.1 Reservations can be made by phone, by mail, by e-mail or in person.
- 3.2 The maximum time allowed for a studio production is three (3) hours. This includes set up, production, post-production and strike time.
- (a) A producer cannot use the studio in advance of the scheduled three (3) hour block except in cases where a special request is made and approved by the Studio Coordinator;
 - (b) A producer must return the studio to "normal" by the end of the reserved three (3) hour block of time.
- 3.3 The maximum number of reservations allowed to complete a single program for cable-cast is 2 three (3) hour blocks.
- 3.4 A producer, group or project is limited to two studio reservations at a time unless that producer has a series contract on file with LMC-TV (see Part 1, section 3.6). No additional studio reservations may be made until the existing reservations have been completed, and
- (a) No reservations may be made if the producer has any production that is considered by LMC-TV as overdue.
- 3.5 Studio reservations require a minimum crew of 3 studio certified people. Additional persons may be required by the LMC-TV supervisor depending on the complexity of the production. All crew must be studio certified by LMC-TV unless an exception has been approved by the LMC-TV supervisor.
- 3.6 Each production, whether by a group, organization or individual, must have a single "lead producer" who takes the responsibility for the reservation, serves as the coordinator and contact person, and deals with LMC-TV in all phases of the production.
- 3.7 A Studio program idea must have been approved by the LMC-TV staff. Staff approval will not be impacted by program content, but rather is to insure that the technical expectations are consistent with LMC-TV equipment and facilities' capabilities.
- 3.8 All cancellations must be made at least 7 days in advance to avoid cancellation penalty of forfeiture of next studio reservation.
- 3.9 Studio reservations are non-transferable.

STUDIO USE

- 4.0 Crew and talent should not arrive earlier than the scheduled beginning of the reservation time unless specific arrangements have been made and cleared by LMC-TV staff. LMC-TV does not have space to accommodate early arrivals, rehearsals, etc.
- 4.1 LMC-TV staff will work with the lead producer and serve as "engineer" for the production.
- 4.2 LMC-TV staff are not required to serve as crew for a production. It is expected that the producer will provide the entire crew necessary for the production to be done. LMC-TV may assist producers in gathering a crew, but assumes no responsibility for program production.
- 4.3 If less than the required number of crew members necessary to accomplish the shoot designated show up for the reservation the LMC-TV Supervisor may, at their discretion, choose to cancel the shoot.
- 4.4 The lead producer is responsible for the conduct of crew and talent involved in the production and for the orderly and safe operation of studio equipment and use of LMC-TV facilities.
- 4.5 All additional equipment and accessories needed in a studio shoot are to be checked out to the user responsible by a LMC-TV staff and are not to be simply appropriated because of their proximity to studio production.
- 4.6 Production is to be done, as much as possible, as a "live" production, starting at the beginning and running right through to the end without a break if possible. NO POST PRODUCTION IS EXPECTED AFTER A STUDIO PRODUCTION. The editor in the studio console allows for putting segments together as the production progresses.
 - (a) For the purpose of producing roll-in material, a maximum of one camcorder use (24 hours maximum), and one edit use (3 hours maximum) may occur for a studio program. Extended use for magazine formats will be considered.
- 4.7 A studio shoot must be completed on time unless specifically authorized by LMC-TV. The studio must be cleared (see below) no later than the end of the reservation.
- 4.8 In transferring the studio from one user to the next, the following should be observed:
 - (a) All sets and properties must be struck and removed or stored.
 - (b) All camera cables should be coiled and in appropriate places.
 - (c) Cameras should be properly capped and parked out of the way.
 - (d) All headsets should be stored on cameras. Floor manager's headset should be returned to its position.
 - (e) Lights should be returned to normal positions and turned off.

- (f) Microphones should be turned off, replaced in their boxes and checked into the LMC-TV supervisor.
 - (g) Audio cables should be properly bound up and returned to their proper place.
 - (h) Audio snakes should be coiled and returned to place at sides of studio.
 - (i) Chairs are to be stacked and furniture is to be returned to proper places in or out of the studio.
 - (j) Floor of studio should be clear of all debris.
 - (k) All tapes are to be removed from machines in the control room, boxed in their proper boxes and properly labeled with LMC-TV labels and given to production coordinator.
 - (l) Records, cassette audiotapes, cd's, etc. are to be removed from the machines and properly stored or removed from the premises.
 - (m) All "work in progress" including graphics, tapes, music, props, etc. must be removed by the user. Area should be clear of everything and ready for the next user.
- 

Part 7 - USER SANCTIONS

POLICY

- 1.0 To ensure that LMC-TV equipment and facilities remain in good working order, are available to the broadest possible range of producers, and that equipment and facilities are used in such a manner as to fulfill the mandate under which LMC-TV was created, LMC-TV reserves the right to refuse services on a temporary or permanent basis or otherwise initiate suspensions of services, disciplinary actions, sanctions or other legal action against individuals or organizations interfering with or jeopardizing LMC-TV's operations or otherwise violating the LMC-TV Policies and Procedures under which LMC-TV provides training, equipment, facilities, channel space and other services.

REQUIREMENT TO LEAVE LMC-TV PREMISES

- 2.0 LMC-TV may require that an individual or individuals leave LMC-TV premises immediately as follows:
 - 2.1 If an individual appears to be under the influence of alcohol or drugs, or consumes, sells or dispenses illegal drugs on LMC-TV premises;
 - 2.2 If an individual or individuals interfere(s) with the orderly conduct of LMC-TV activities, facilities or programs;
 - 2.3 If an individual smokes while in LMC-TV facilities.

MAJOR OFFENSES

- 3.0 Suspension of privileges or refusal of service based on disciplinary action may be initiated by LMC-TV staff immediately, in addition to legal and other remedies as determined by the LMC-TV Board of Directors, if any of the following offenses occur.
 - 3.1 Misuse or abuse of equipment or failure to maintain LMC-TV equipment or facilities;
 - 3.2 Theft or vandalism of property, equipment, leased property or premises;
 - 3.3 Failure to return equipment through intent, negligence, loss or theft;
 - 3.4 Making false or misleading statements on applications or other LMC-TV documents;
 - 3.5 Use of equipment or facilities for commercial or profit-making purposes without specific contractual approval in advance for such use with the LMC-TV Executive Director.
 - 3.6 Use of equipment and/or facilities for any purpose not related to the production of programs for cablecast on the LMC-TV channels;

- 3.7 Removal of equipment from the equipment storage area without prior Checkout procedures and/or without signing an Equipment Request Form;
- 3.8 Attempted disassembly, repair or tampering with LMC-TV equipment;
- 3.9 Use by a non-certified producer or use by a certified producer on probation of equipment checked out to a certified producer;
- 3.10 Chronic or willful disregard for LMC-TV Policies and Procedures;
- 3.11 Abuse or harassment of LMC-TV staff, volunteers, or others at the facility.
- 3.12 Reservation of equipment or facilities by one party who does not intend to use the equipment themselves but "fronts" for another party (both parties involved will be held accountable for the offense);
- 3.13 Owing funds to LMC-TV for any reason, including but not limited to failure to pay for equipment damage or submitting a check with insufficient funds.
- 3.14 Failure to submit a program for initial cablecasting on the LMC-TV channels after using allotted equipment.

DISCIPLINARY ACTION FOR MAJOR OFFENSES

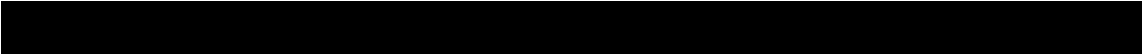
- 4.0 Suspension of privileges and refusal of services shall be called "Probation";
- 4.1 Major offenses result in immediate suspension of privileges for one (1) year and appropriate legal action;
- 4.2 In the case of a Major offense the Executive Director shall notify the violator by certified mail within thirty (30) days of the sanctions resultant from the offense, and the LMC-TV Board of Directors shall be so advised.
- 4.3 Any user against whom the Executive Director has imposed sanctions may file an appeal of the decision to the Board of Directors within ten (10) days of notification of such sanctions.
- 4.4. The Board of Directors may choose or refuse to hear an appeal of the event of sanctions after investigating the circumstances of the violation. In the event of a public hearing with the Board of Directors, the Executive Director shall make a presentation on the circumstances of the violation and the action taken, and the user will make a presentation of appeal. The Board may decide:
 - (a) To sustain the decision of the Executive Director.
 - (b) To make alternative determinations.
- 4.5 Determinations of the Board of Directors of LMC-TV in matters of refusal of services, sanctions or other actions are final and are not subject to review by any other body or individual.

MINOR OFFENSES

- 5.0 The Executive Director may impose a temporary suspension of access privileges or impose probationary sanctions in cases of:
- 5.1 Failure to cancel or claim a reservation of equipment or facilities time prior to the time reserved;
 - 5.2 Late return of equipment without authorized extension;
 - 5.3 Return of functional but dirty equipment;
 - 5.4 Operation of equipment or facilities in an incorrect, unsafe or inappropriate manner, whereby damage might result to LMC-TV equipment or facilities;
 - 5.5 Improper packaging of equipment for transport;
 - 5.6 Drinking or eating in the control room, equipment room or other restricted areas;
 - 5.7 Minor abuse or harassment.

DISCIPLINARY ACTION FOR MINOR OFFENSES

- 6.1 Disciplinary actions for minor offenses are imposed by the Executive Director after consultation with the staff and user are as follows:
- (a) First offense results in verbal warning;
 - (b) Second offense results in a written warning by the Executive Director and the imposition of a \$5 fine per occurrence/per item;
 - (c) Third offense results in 90 days probation and suspension from use of equipment and facilities and the imposition of a \$5 fine per occurrence/per item;
 - (d) Fourth sanction results in 1 year probation;
 - (e) Fifth sanction results in permanent suspension of access privileges.
- 6.2 Other sanctions to be prescribed by the Executive Director may include but are not limited to:
- (a) Requirement of re-attending orientation sessions.
 - (b) Requirements of demonstrated proficiencies or understandings;
 - (c) Short term probationary periods.
- 6.3 The Executive Director shall notify, in writing, the violator in a Minor offense of the sanctions and/or disciplinary action resultant from the offense within thirty (30) days of such offense. Notification shall also indicate any conditions for reinstatement of privileges.
- 6.4 Any user against whom the Executive Director has imposed probationary sanctions or disciplinary action may file an appeal of the decision to the Board of Directors within ten (10) days of notification of such sanctions or disciplinary action.

- 6.5 The Board of Directors may choose to hear or refuse to hear an appeal of discipline or sanctions after investigating the circumstances of the violation. In public hearing with the Board of Directors, the Executive Director or LMC-TV staff shall make a presentation on the circumstances of the violation and the disciplinary action taken, and the user may make a presentation at the hearing. The Board of Directors may decide:
- (a) To sustain the sanctions imposed by the Executive Director;
 - (b) To make alternative determinations.
- 6.6 Determinations of the Board of Directors of LMC-TV in matters of refusal of services, disciplinary action, probationary sanctions or other actions are final and are not subject to review by any other body or individual.
- 

Part 8 - PROGRAM CONTENT

GENERAL

- 1.0 LMC-TV's mandate is to encourage open and non-discriminatory access to the cable system, and to distribute programming which is responsive to the diverse needs and interests of residents of Larchmont and Mamaroneck.

POLICY

- 2.0 LMC-TV program content guidelines are set up to insure maximization of use and orderly, timely and manageable supervision. All use of the access channels must conform to local, state and federal laws with respect to program content.

LIABILITY

- 3.0 Liability for program content rests fully with the program producer.
- 3.1 Neither the cable television company or access corporation whose facilities are used to transmit a program produced by a person other than such cable company, and access corporation, nor the officers, directors or employees of any such cable television company or access corporation shall be liable for damages arising from any obscene or defamatory statements or actions or invasion of privacy occurring during any program when such company or corporation does not originate or produce such program.

PROGRAM CONTENT

- 4.0 Programming cablecast on the community access channels is prohibited from containing:
- (a) Any material that is libelous, slanderous, or unlawful invasion of privacy;
 - (b) Any material that violates state or federal law relating to obscenity;
 - (c) Any material contrary to local, state, or federal laws, regulations, procedures, and policy;
 - (d) Any advertising or materials that promotes any commercial product or service for private gain. Paid sponsorship of access programs may be acknowledged by a single visual credit at the beginning and/or end of the program (see below: Program Support Policy);
 - (e) Any solicitation or appeal for funds by a for-profit entity;
 - (f) Any unlawful use of copyrighted material. Liability for such unauthorized use shall rest solely with the producer. The producer further agrees to hold harmless the cable company, access corporation and their officers, directors or employees for any damages arising from such use.

- 4.1 Only programs produced by LMC-TV as authorized by LMC-TV's Executive Director can be identified as LMC-TV productions. The use of LMC-TV logo or call letters may not be used by access producers in their individual promotion of their programs.
- 4.2 All tapes produced with LMC-TV equipment must state: "Produced through the facilities of Larchmont - Mamaroneck Community Television- LMC-TV " and list the community producer as the copyright holder. All subsequent use or showings, either on the channel or for other purposes, must credit LMC-TV accordingly.

COPYRIGHT

- 5.0 Copyright of program content rests with the producer, regardless of who owns the physical videotape on which it is recorded.
- 5.1 The program producer assumes full legal responsibility for obtaining releases necessary for copyrighted materials (such as music) and for obtaining clearances for personal appearances.

DISTRIBUTION

- 6.0 Distribution of programming which has been produced through LMC-TV's facilities is restricted as follows:
 - (a) LMC-TV has the right of first and subsequent showings on its channels;
 - (b) LMC-TV has the right to keep a copy for archives purposes;
 - (c) LMC-TV has the right to use the program and excerpts for promotional purposes;
 - (d) LMC-TV reserves the right to distribute the program to other access centers for cablecasting in the greater New York area;

PROGRAM SUPPORT POLICY

- 7.0 Sponsored programming is subject to all LMC-TV policies and procedures.
- 7.1 A letter of introduction must accompany each producer outlining the LMC-TV non-profit status and procedures for tax deductible donations. Any funds raised by a producer will be deposited with LMC-TV and a program account sheet will be maintained by the Executive Director.
- 7.2 Producers will submit a budget of expenses to the Executive Director who will authorize expenditures appropriate to the production. A minimum of ten (10) per cent to be budgeted for publicity and promotion; a maximum of ten (10) per cent for entertainment; a

ten (10) per cent administrative fee for the handling of funds. The balance to be used for production expenses.

- 7.3 For-profit organizations, businesses and individuals obtaining grants to produce shows and use LMC-TV equipment and/or studios will be subject to production fees. These fees will be discussed with the Executive Director in advance of the production.



Part 9 - PROGRAM SCHEDULING

POLICY

- 1.0 Use of LMC-TV channel space will be available on a first-come, first-served basis within the parameters of overall program composition and flow, considerations of audience-building, constraints of schedule building with regard to series, live feeds and special events, and the representative diversity of programming on the LMC-TV channels. LMC-TV at its discretion, may impose reasonable limitations to assure fair access by all to LMC-TV facilities and to provide for diverse and viable channel traffic.

REQUESTS FOR CHANNEL SPACE

- 2.0 In order to request a specific channel time for videotape and/or live programming, an eligible user must submit a Playback and Time slot Request form giving three time/dates:
- 2.1 Selection of date, time and channel.
LMC-TV's channel designations are as follows:
75 : community-produced programs
76 : municipal & school board meetings
77 : programs from outside the community sponsored by local residents; request TV; specials
- (a) LMC-TV will attempt to honor one of the three choices indicated.
- (b) When a first, second or third choice of channel space is not available, LMC-TV will schedule the program at its sole discretion.
- (c) When a program provider does not request specific dates, time or channel, LMC-TV will schedule the program at its sole discretion.
- (d) LMC-TV reserves the right to additional plays of the program provided.
- 2.2 Producer/User Information
- (a) Name and signature of person requesting the channel space and taking responsibility for the program.
- (b) Affiliation with group or producing organization.
- (c) Address of program provider for reference.
- (d) Phone number of program provider for reference.
- (e) Signed acknowledgment of compliance with Program Content policies and guidelines.
- 2.3 Program Information
- (a) Official Title of the program or series;

- (b) Description of the program suitable for program listing or promotion;
- (c) LMC-TV "Tape Label" including indication of ownership;
- (d) Format of program to be cablecast;
- (e) Precise leader length (start of program) and program length in minutes and seconds.

PROGRAM TECHNICAL STANDARDS

- 3.0 Programs cablecast on the LMC-TV channels will be subject to certain minimal technical and format standards as set forth from time to time by LMC-TV.
- 3.1 Programs must play back on LMC-TV playback equipment.
- 3.2 Programs may be up to 120 minutes except as approved by the Executive Director. LMC-TV has no minimum length for programming.

AUTHORSHIP/ORIGINATION

- 4.0 All videotaped and/or live programming cablecast on the LMC-TV channels must clearly identify the producer/origination of the program to be cablecast and/or the name of the eligible LMC-TV user submitting the program for cablecast at the beginning or end of the program.

PROGRAMS NOT PRODUCED THROUGH LMC-TV FACILITIES

- 5.0 Programming not produced through LMC-TV facilities must be submitted by a resident of Larchmont or Mamaroneck.
- 5.1 Programming not produced through LMC-TV facilities must meet technical standards for LMC-TV cablecast, including format and playback standards (see Program Technical Standards 3.1 above).
- 5.2 Programming not produced through LMC-TV facilities must be accompanied by a fully completed and signed "Producers Agreement" form by both the Producer and a local Sponsor who qualifies under LMC-TV user eligibility standards to be considered for cablecast.
- 5.3 The eligible person submitting programming not produced through LMC-TV facilities must acknowledge compliance with all program content policies, rules and guidelines of LMC-TV, as well as knowledge of and responsibility for the content of the program under consideration for cablecast.

- 5.4 At no time will programming produced by non-residents of Larchmont and Mamaroneck comprise more than 33% of the total program time scheduled during a month unless approved by the LMC-TV Board of Directors. (See also Reservation of Channel Space Part 1, section 5.6 and Scheduling Priorities, section 10.1 below)
- 5.5 In all instances of competing requests for channel or playback time, priority will be given to locally produced programming.
- 5.6 The number of program repeats may be limited to give priority to first-run programming and is at the discretion of LMC-TV.

SERIES PROGRAMMING

- 6.0 To allow for regularly produced programming televised at a consistent time on regular days of the week, or regular bi-weekly or monthly days and times, LMC-TV will enter into contracts with program producers/providers for serial programming within the constraints of the following guidelines.
- 6.1 To be eligible to enter into a contract with LMC-TV for a series, a producer/provider of programming must have demonstrated the ability to produce consistent programming in a timely manner. Determinations regarding eligibility will be made by LMC-TV's Executive Director.
- 6.2 LMC-TV permits a series maximum of 13 weeks duration, with a maximum of 2 time slots per week. At least 1 time slot must be for the first play (original showing) of a tape, and the second time slot may be used for the repeat of that program.
- 6.3 If a serial user fails to produce any two installments for a series, the series may be canceled and the user may not be granted a series time in the future without the permission of the Executive Director. Factors in the determination are:
 - (a) The ability of the producer/provider to deliver the programs in a regular, timely and consistent fashion;
 - (b) The overall program quality and production value of the series;
 - (c) The expressed desire/ability of the producer to continue the series;
 - (d) Other requests for channel space or facilities utilized by the series producer/provider;
 - (e) The overall program mix on the LMC-TV channels.
- 6.4 The producer must specify which tape should be used as a back-up in case the regular program cannot for any reason be cablecast; otherwise LMC-TV will not show anything from the producer in its place. If the producer misses providing a new show more than twice, LMC-TV may cancel the series.

- 6.5 Tapes must be retrieved no later than 30 days after the season's end or they may be erased for use by the public. Producers may pick up tapes after their final play at LMC-TV or have LMC-TV send them to the producer in a self-addressed, postage-paid container provided by the producer.

LIVE PROGRAMMING

7.0 Qualifications

- (a) To be eligible for live program scheduling on the LMC-TV channels, a user must have been studio certified by LMC-TV in studio operations.
- (b) To be eligible to schedule live programming a producer must have demonstrated the ability to coordinate and produce quality programs in a consistent and timely fashion, and must have taken a lead role in a minimum of two studio productions undertaken through LMC-TV facilities. Determinations are made by the Production Coordinator.

7.1 Scheduling

- (a) Live programming by eligible LMC-TV users is scheduled on a first-come, first-served basis.
- (b) As with all programming scheduling, LMC-TV at its discretion may impose reasonable limitations consistent with
 - (1) Overall program composition and flow;
 - (2) Considerations of audience-building
 - (3) Constraints of schedule building with regard to series or other special programming;
 - (4) Representative diversity of programming.
- (c) In requests for live programming on a serial basis, the rules for serial programming outlined in 6.0 above apply.
- (d) A channel time slot for live programming must be requested at least two weeks but no more than eight weeks in advance. At the time of the request, a completed Studio Request Form and a Live Request Form must be submitted to the Studio Coordinator.

7.2 Defaults

Producers of live programming on the LMC-TV channels will be considered in default of their live programming contract and may have reservations cancelled and/or be restricted from live programming completely for any of the following:

- (a) Having inadequate crew to successfully fulfill the obligation to produce the scheduled programming;

- (b) Lateness;
- (c) Poor performance and resultant poor quality of programming;
- (d) Content violations occurring during live programming (see Part 8).

ALPHANUMERICS

- 8.0 Alphanumeric and/or Bulletin Board messages may be submitted in writing to LMC-TV playback center headquarters.
- 8.1 All alphanumeric messages to appear on the LMC-TV channels must comply in full with all program content regulations spelled out elsewhere in LMC-TV's policies and procedures.
- 8.2 Alphanumeric messages are limited under the guidelines spelled out above in Part 1, section 6.

NOTIFICATION

- 9.0 LMC-TV will make available to producers and program providers submitting programming to LMC-TV for cablecast, a printed schedule of the playback dates and times of the program to be cablecast as soon as it is scheduled.

SCHEDULING PRIORITIES

- 10.0 Commensurate with policies spelled out above in Part 1, section 5 regarding reservation of channel space, LMC-TV maintains the following general priorities for scheduling programming on the LMC-TV channels:
 - 10.1 Locally produced programming is always the highest priority.
 - 10.2 New programs will be favored over repeat programs.
 - 10.3 Building a regular viewership with a viable programming schedule will be a high priority in all matters of LMC-TV channel reservation.
 - 10.4 LMC-TV has final authority in all scheduling determinations.

REQUEST TV

- 11.0 LMC-TV schedules programming on a monthly calendar. In order to facilitate more timely programs, a minimum of one hour per scheduled day will be set aside as "Request TV." This hour will be scheduled on a first-come first-served basis.
- 11.1 LMC-TV will maintain a log containing the following information:

- (a) The name and phone number of the person making the request.
 - (b) The date the request is made.
 - (c) The name of the program requested, and the name of the program producer.
 - (d) The date the program is to be telecast.
- 11.2 No individual or group may make more than one request at a time.
- 11.3 No individual or group may make an additional request until the first request has been fulfilled.

EXCEPTIONS - See Part 11

Part 10 - MODIFYING POLICIES AND PROCEDURES

GENERAL

- 1.0 LMC-TV has established these policies and procedures to provide for open access to access channels, facilities, equipment, supplies, and training on a non-discriminatory basis. LMC-TV may dedicate segments of Access channel time to particular or related subject matters or uses.

POLICY

- 2.0 PROCEDURES FOR MODIFYING POLICIES AND PROCEDURES
- 2.1 Suggestions for policy change must be submitted in writing and may come from the general public, LMC-TV Executive Director, or from LMC-TV Board.
- 2.2 A review of the written suggestion will be made by the Board of Directors no later than the second meeting after the request has been received. The decision of the LMC-TV Board of Directors is final.
- 2.3 The Board of Directors may conduct a hearing to reconsider the policy dispute, or may require further written supporting evidence or rationale from the proposer.
- 2.4 The LMC-TV Board of Directors may, from time to time at its sole discretion, modify or change these policies and procedures.

Part 11 - EXCEPTIONS

GENERAL

- 1.0 Exceptions to LMC-TV Policies and Procedures regarding the use of LMC-TV facilities, equipment and channels must be made by the Executive Director in advance of the reservation for which the exceptions are requested.

POLICY

- 2.0 Consideration will be given to written proposals for exceptions. Such proposals will contain the following:
- (a) A statement of overall project goals;
 - (b) A statement of special circumstances requiring exceptions;
 - (c) A budgetary statement of costs involved in the project, including staff-time, equipment-time, materials involved, and any other costs or in-kind costs involved.
 - (d) A statement of reasons for requesting exceptions.

Part 12 - POLICY FOR POLITICAL PROGRAMMING

INTRODUCTION:

- 1.0 The Board of Directors of Larchmont Mamaroneck Community Television (“LMC-TV”) has adopted the following policy for local political programming. LMC-TV believes our Policies and Procedures to be "content neutral." Political programming should be treated like any other programming aired on LMC-TV. However, in an effort to bring fairness and order to a potentially chaotic situation and provide candidates for local office the opportunity to present their positions to the public on a consistent basis, as well as providing the public with the most information about the candidates, LMC-TV has established the following policy, which we encourage the political parties and candidates to abide by.

DEFINITIONS:

- 2.0 The “Campaign Period” begins on Martin Luther King Jr. Day for March elections and Labor Day for November elections and ends the day after Election Day. The Campaign Period is the period during which this policy will be in effect. Each week of the Campaign Period will begin on 10 am Monday and counted sequentially from the beginning of the Campaign Period with the first Monday considered the beginning of week 1.
- 2.1 A “Candidate” is an individual whose name will appear on the ballot for election to an office in either of the Villages of Larchmont or Mamaroneck, or the Town of Mamaroneck.
- 2.2 A “Party” is an association, committee, or organization that nominates, endorses or supports a candidate for election to any Village of Larchmont or Village of Mamaroneck or Town of Mamaroneck office, and such Candidate’s name appears on the ballot for election as the candidate of such association, committee, or organization.
- 2.3 "Political Programming" is a program or programs produced specifically for a Candidate or Candidates to be aired during the Campaign Period within the political programming “Block”, as described below. Political Programming does not include regularly scheduled, on-going series. All shows not within the Block will continue to be governed by the rules of LMC-TV’s Policies and Procedures, except that a Candidate may not host a show that airs during the Campaign Period outside the Block. If a Candidate has an on-going series, a substitute host should be found for the Campaign Period or that program should be removed from the schedule during the Campaign Period. If the Party so chooses, it may use its Slots (described below) to air the Candidate’s on-going program with the Candidate continuing as the host. Any non-political programming may choose to have

Candidates as guests on their program, subject to LMC-TV Policies and Procedures. All political programming is subject to the policies and procedures set forth in the most recently approved LMC-TV Policies and Procedures manual or by a resolution the LMC-TV Board of Directors amending such Policies and Procedures, with the exception of policies and procedures specified herein.

POLICY GUIDELINES:

- 3.0 LMC-TV will provide a prime time block for political programming (the "Block") starting the 3rd week of the Campaign Period for the March elections and the 4th week of the Campaign Period for the November elections. These Blocks will appear Tuesday and Friday and will preempt existing programming if necessary. These Blocks will contain one (1) half-hour slot ("Slot") for each Party. If two Parties are running identical Candidates, LMC-TV will provide a Slot only for the Party appearing higher up on the ballot. The Parties can use these Slots as they choose, provided that the tapes to be aired in those Party designated Slots and a list of the desired programming for those Slots are submitted to LMC-TV programming staff, as designated by the Executive Director, by 10am on the day of airing. The Party may provide new programming or allow programs to rerun in the available Slots. The Party may air the two (2) one-half hour "Meet the Candidates" shows described below, as produced, when they wish, or not at all, or air shows of equal length that they have produced. The order of the Slots within the Block will rotate from airing to airing among the Parties. The production of any shows by Parties, other than the LMC-TV produced "Meet the Candidates" shows, is the sole responsibility of the Party.
- 3.1 Each Party may request LMC-TV to produce two (2) thirty-minute "Meet the Candidates" programs per slate of Candidates and one (1) five-minute Candidacy Announcement for each Candidate, subject to the restrictions set forth herein. These shows are to be taped at the LMC-TV studios, as the schedule permits, on a first come, first scheduled basis. The first thirty-minute "Meet the Candidates" program and the five-minute Candidacy Announcements for all of a Party's Candidates shall be produced during the same taping session. If two Parties are running identical slates, LMC-TV will produce only two shows for those Candidates for the Party appearing higher up on the ballot. If two Parties are running nearly identical slates, then the Party higher up on the ballot will have a LMC-TV produced "Meet the Candidates" shows with its entire slate and the Party lower on the ballot will have a LMC-TV produced "Meet the Candidates" show with the remaining Candidate/s. No Candidate shall appear on more than the allotted two (2) "Meet the Candidates" shows or more than one (1) Candidacy Announcement. If a Party chooses not to request LMC-TV to produce the first thirty-minute "Meet the Candidates" program,

they may schedule a session at the LMC-TV studios, as the schedule permits, on a first come, first scheduled basis, to have LMC-TV produce the five-minute Candidacy Announcements for all of its Candidates.

- 3.2 Production Schedule - The first LMC-TV produced "Meet the Candidates" program and Candidacy Announcement must be produced prior to or during the first two weeks of the Campaign Period and be ready to air at the beginning of week three for the March elections and, for the November elections, prior to or during the first three weeks of the Campaign Period and be ready to air at the beginning of week four. The second "Meet the Candidates" program must be produced after week three of the Campaign Period for the March elections and week four of the Campaign Period for the November elections, but prior to and ready to air at the beginning of week five of the Campaign Period for the March elections and the beginning of the week seven of the Campaign Period for the November elections. If a LMC-TV produced show is not ready by the deadlines above, the Party gives up its right to have a LMC-TV produced show for that Party during that time period. For example, if one Party in the November elections does not have a show ready by the first day of week four of the Campaign Period, that Party will not have a show produced by LMC-TV until the beginning of the week seven of the Campaign Period and only one show will be produced by LMC-TV for that Party.
- 3.3 Candidacy Announcement - Each Candidate may announce his/her candidacy in a five-minute statement to be televised on a rotating basis with the announcements of other Candidates in random time-slots concurrent with the first "Meet the Candidates" Show. All announcements received by the beginning of the Block will be televised an equal number of times. Equal time for announcements received after the beginning of the Block begins upon the day after the late announcement is received. The Candidacy Announcements shall run for a period of three weeks from the beginning of the Block.

ADDITIONAL POLICIES

- 4.0 LMC-TV will televise League of Women Voters Candidates Forums and any other non-partisan candidate forum. LMC-TV will make every effort to televise these programs live. They will also be repeated throughout the Campaign Period in addition to the programming presented during the Block.
- 4.1 The rights to any programming produced by LMC-TV or aired within the Block shall be considered within the public domain as are the rights to all of the municipal and public

meetings videotaped by LMC-TV. LMC-TV may excerpt from any or all programs within the Block for use in recorded or live election coverage.

- 4.2 Political Programming is ineligible for "Request TV" during the Campaign Period.
- 4.3 If a Party or Candidate chooses not to follow the policy described herein, that Party or Candidate shall be excluded from all LMC-TV produced programming and will be excluded from airing during the Block.
- 4.4 The LMC-TV Executive Director shall administer this policy and any exceptions hereto shall be at the discretion of the Executive Director.