



PCTV

(Pleasantville Community Television)

**Operating Policies & Procedures**

Spring 2007

**PCTV**

(Pleasantville Community Television)

2 Jackson Street

Pleasantville, N.Y. 10570

914-747-4411

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## **PART I**

### Pleasantville Community Television (PCTV) Overview

#### **I. Introduction:**

- A. Pleasantville Community Television (PCTV) is comprised of:
  - 1. Channel 76 Public Access Channel.
  - 2. Channel 78 Government Access Channel

#### **II. Corporate Structure:**

- A. PCTV is a not-for-profit corporation registered with the State of New York and recognized by the Internal Revenue Service as a charitable organization under section 501 (c) (3), and, is exempt from State and Federal taxes.

#### **III. Mission Statement:**

- A. The mission of Pleasantville Community Television (PCTV) is to provide access to the medium of television and related technologies, including training, production facilities and cablecast time, to public, governmental and educational constituencies located in and/or serving the Village of Pleasantville, New York, and to provide the Pleasantville community with local television programming.  
Our goal is to provide public programming paired with professionalism.

#### **IV. PCTV Staff Organization and Affiliated Individuals:**

- A. PCTV Board of Directors
- B. PCTV Station Manager & support staff.
- C. Public Access Producers
  - 1. Series Producers
  - 2. Individual Show Producers
- D. Government Access Producers
  - 1. Affiliates of the Village Board.

#### **V. Hours of PCTV Studio Facility & Equipment Operation:**

- A. Available hours for studio/facility use:
  - 1. The PCTV studio/facility is available for public use by appointment: 914-747-4411.
  - 2. Additionally, PCTV equipment is available for reservation and check-in and check-out by appointment:  
914-747-4411.

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## **PART II**

### **PCTV Eligibility Requirements**

#### **I. Eligibility Requirements for Access to PCTV Facilities:**

- A. A first come, first served, mandate is in use for access to PCTV. PCTV facilities, training, equipment and channel space are available on an open, non-discriminatory basis to:
1. Residents of Pleasantville with proof of residency.
  2. Full-time employees of Pleasantville.
  3. Individuals who work full-time in Pleasantville.
  4. Full-time Pleasantville Union Free School District Staff.
  5. Individuals sponsored by a person who fulfills one of the above requirements.
  6. Persons under the age of 18 years must have an adult Co-producer and an adult Co-signer for all applicable paperwork and forms.

#### **II. Having Met Eligibility Requirements, Completion of a Producer Broadcast Liability Waiver Form is Required:**

- A. Individuals desiring to access the PCTV studio facilities and who meet the above criteria must sign a Producer Broadcast Liability Waiver Form. When a producer signs a Producer Broadcast Liability Waiver Form they certify that they have read and will comply with PCTV Operating Policies & Procedures regarding program content and certifying that their program does NOT contain any of the following:
1. Advertising material that promotes any commercial product, service or lottery.
  2. Any unlawful use of copyrighted material.
  3. Any material that is libelous, slanderous or otherwise defamatory in character.
  4. Any material that is unlawful or a tortuous invasion of privacy or has objectionable content.
  5. Any material that violates any law relating to obscenity.
  6. Any material that violates local, state or federal laws.
  7. If such material is cablecast on any PCTV access channel, only the producers and not the operators of PCTV are liable.

See **Producer Broadcast Liability Waiver Form**

#### **III. Additional Criteria For Access:**

- A. Having met the above Eligibility Requirements and completed the Producer Broadcast Liability Waiver an individual should:
1. Discuss show concept/ idea & potential producer requirements with Station Manager.
  2. Schedule an appointment with Station Manager for taping.

**IV. Individuals Meeting All Eligibility Requirements Can Then:**

- A. Create a Level 1 studio show at PCTV Studios.
- B. Borrow Field Equipment
- C. Book editing time in PCTV Editing Suite
- D. Volunteer to help Station Manager or other PCTV producers.

**V. Programs Submitted For Cablecast:**

- A. Must include identification of the Producer, the local Sponsor, and whether it was created with PCTV equipment, or not.

**VI. Additional Series Producer & Individual Show Producer Requirements:**

- A. Guest Authorization & Release/ Clearance Forms
  - 1. It is the responsibility of the Series Producer and the Individual Show Producer to assure that anyone appearing on an in-studio or remote PCTV program has signed a PCTV Guest Authorization & Release/ Clearance Form.

See **Guest Authorization Form**

**VII. Additional Producer Requirement:**

- A. Producers should expect communications notices from the PCTV Station Manager, the Manager of the Producers and/or the PCTV Board of Directors via E-Mail.
- B. Such notices may include, but are not limited to:
  - 1. Notice of procedural changes.
  - 2. Notice requesting presence at upcoming Producer meeting.
  - 3. Notice of community events that require PCTV Producer presence or participation.
- C. Producers should reply to any such communications in a timely manner.

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**PART III**

**PROGRAMMING**

**I. Ownership/ Copyright**

- A. Individual Producers retain ownership of the creative rights to the programs they produce and they may register and establish a copyright at their discretion.
- B. However, PCTV retains ownership of all Level I masters for all shows produced at PCTV Studios and/or with PCTV equipment.

## **II. Intention**

- A. Level I Programs produced at PCTV or with PCTV equipment and/or facilities must be intended for cablecast on a channel administered by PCTV.
- B. In addition to being intended for cablecast on PCTV, at times, with the permission of the Station Manager, program copies may be forwarded to other Public Television Stations, for free, public viewing.
- C. At all times, PCTV will retain ownership of all Level I Masters.

## **III. Personal Responsibility**

- A. Anyone who submits programming for playback on the Pleasantville access channels (76, 78) is personally responsible for that programming and must have completed a Producer Broadcast Liability Waiver Form.

## **IV. Technical Requirements**

- A. DVD's, SVHS's & VHS's are the standard formats for playback from the PCTV facilities.
- B. DVD's, SVHS's & VHS's must be clearly labeled with:
  - 1. Title of show.
  - 2. Date of show.
  - 3. Producer
  - 4. Exact program length.
  - 5. Time code in and out points.
- C. All media must have at least 10 seconds of silent black before show begins, and at least 30 seconds of silent black at the end of the program.
- D. All programs must meet minimum technical standards for broadcast.

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## **PART IV**

### **I. Equipment Usage and Facility Usage**

- A. PCTV equipment and facilities are available only to registered access Producers on a first come, first served basis.
- B. Registered access producers may make equipment and facilities reservations.
- C. Reservations may be made, by calling the PCTV studio at 914-747-4411. If there is no answer, leave a message and your reservation will be recorded and confirmed as soon as possible.
- D. Any PCTV participant who is more than 30 minutes late in claiming reserved equipment or facilities is subject to the loss of use for the reserved time.
- E. If any community access equipment fails to operate properly for any reason, and PCTV cannot provide operational equipment to the Producer as scheduled, the Producer will be provided with substitute equipment or facilities when possible. Producers are required to immediately report equipment malfunctions to the PCTV staff.

## **II. Field Equipment Reservations:**

- A. Field Equipment may be reserved from Monday through Friday for a period not to exceed 24 hours. If equipment is checked out on Friday evening it must be returned on Monday. Specific exceptions to these limitations may be made, with prior approval from PCTV staff.
- B. Field equipment may be reserved up to eight weeks in advance.
- C. No field equipment may be checked out without a signed Field Equipment Checkout Form.
- D. The community Producer is responsible for determining that portable equipment is in good, working order at the time of checkout. PCTV recommends that the Producers set up and test all equipment before leaving the access center. Any malfunctions must be noted at the time the equipment is checked out.
- E. There will be a fee of \$25.00 a day charged for all equipment checked in later than it's scheduled date and time.
- F. The community Producer is required to return all equipment at the check-in date/time specified on the Field Equipment Check Out Form.
- G. The community Producer is responsible for assuring that all equipment is undamaged and in working order, and, he/she is liable to compensate PCTV for repair or replacement costs resulting from any damages or losses that might occur while the equipment is in the Producer's possession.

See **Field Equipment Reservation & Check Out Form**

## **IV. Studio Use:**

- A. The studio may be reserved for a Level I production for a period not to exceed 2 hours per Producer, per day.
- B. The Producer/ participant and their volunteer crew are responsible for setup and strike of all studio sets, decorations and props. Staff will assist, if available, but the primary responsibility for setup and strike lies with the Producer.
- C. The studio may be reserved up to 8 weeks in advance.

## **V. Editing Equipment:**

- A. Editing equipment for a Level I production may be reserved for a period not to exceed four hours per Producer, per day.
- B. Editing equipment may be reserved up to eight weeks in advance.

## **VI. Canceling A Reservation:**

- A. Community Producers who have reserved equipment or facilities they cannot use are asked to notify PCTV at least 24 hours in advance, so that these resources may be reassigned to others.