



Comcast Channel 8

Verizon Channel 28

MHTV Operating Procedures

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Marblehead Community Access and Media, Inc.
217 Pleasant Street
Marblehead, MA 01945
Phone: 781-631-8213 Fax: 781-631-2263

www.marbleheadtv.org



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MHTV OPERATING PROCEDURES

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1.0 INTRODUCTION

1.1 About Marblehead Community Access and Media, Inc.:

Marblehead Community Access and Media, Inc. (MCAM) is a non-profit, membership based organization that operates MHTV, Marblehead's local cable television station.

MHTV creates, promotes and distributes cultural, literary, charitable, community, sports and public affairs programming.

MHTV provides channel time, production equipment, training, and technical assistance to its members for the production and presentation of noncommercial programs.

At MCAM:

- We believe that it is important for all of us to treat each other with consideration and respect.
- Our work environment models safety for our employees, vendors, customers, and volunteers.
- The behaviors that we demonstrate reflect the attitude of respect and dignity for all.
- We work together in a team environment.
- We require the proper use of equipment, computer systems, and our facilities.

Therefore, the following operating procedures have been developed. Violation of any one of these operating procedures may result in loss of privileges to MCAM facilities. MCAM has full authority and discretion to deny access privileges as and when it deems appropriate. MCAM reserves the right to review all definitions and policies contained in this document and make changes it deems necessary.

In order to use production equipment to produce a program, a member must demonstrate adequate knowledge of the equipment or receive training in its use by MHTV staff.

- MHTV staff will provide training in pre production planning, studio and field production and post production.
- MHTV staff is not available to serve as a production crew to make programs or cover events for member producers.
- MHTV staff may assist residents in assembling production crews from among trained and qualified members.

MCAM equipment and facilities are available only for the production of programs to be shown on MHTV. Use of equipment and facilities for private, recreational or commercial purposes is strictly prohibited. Use of member produced programming shown on MHTV may be used on the web only with prior permission and following the specific guidelines in Section 5.7

1.2 Membership

Membership provides the chance to engage in community service in a number of different ways. Members can create their own non-commercial programming, record town events, or assist MHTV staff and other members.

Membership is open to Marblehead residents, town departments, non-profit organizations and businesses located in Marblehead..

Membership privileges include: access to training, production equipment, channel time, and eligibility to vote in the annual Board of Director elections

Categories and privileges of membership:

1. Individual: \$25 /year

- Access to training, production equipment, and channel time
- May request channel time for the presentation of a non-commercial program produced elsewhere (see Bicycled programming section 4.5)
- May produce noncommercial programming
- Eligible to vote in Board of Director elections at Annual Meeting

2. Student (ages 10 – 18): \$ 10/year

- Parent must sign “ Minor Facility Use Form” and “ Access User Agreement” in order to use MCAM equipment and facilities
- Access to training, production equipment, and channel time
- May request channel time for the presentation of a non-commercial program produced elsewhere(see Bicycled programming section 4.5)
- May produce noncommercial programming
- Eligible to vote in Board of Director elections at Annual Meeting

3. Family/Household: \$ 40/ year

- May enroll up to 5 persons within the same household (living at the same address or sharing parenting responsibilities)
- Access to training, production equipment, and channel time
- May request channel time for the presentation of a non-commercial program produced elsewhere(see Bicycled programming section 4.5)
- May produce noncommercial programming
- Eligible to have one vote per family or household in Board of Director elections at Annual Meeting

4. Marblehead Senior (ages 65 and up): free, lifetime membership renews automatically

- Access to training, production equipment, and channel time
- May request channel time for the presentation of a non-commercial program produced elsewhere (see Bicycled programming section 4.5)
- May produce noncommercial programming
- Eligible to vote in Board of Director elections at Annual Meeting

5. Non-profit Organization or Town Department: \$50/ year

- Can enroll up to 6 persons designated by the organization to have access to training, production equipment, and channel time
- May request channel time for the presentation of a non-commercial program produced elsewhere (see Bicycled programming section 4.5)
- May produce noncommercial programming associated with the organization.
- Eligible to have one vote in Board of Director elections at Annual Meeting
- Can use the Community Bulletin Board to place non-commercial messages regarding the organization
- Each person/employee must sign an Access User Agreement in order to use MHTV equipment and facilities

6. Business: \$75 /year

- May enroll up to 6 persons designated by the business to have access to training, production equipment, and channel time.
- May request channel time for the presentation of a non-commercial program produced elsewhere (see Bicycled programming section 4.5)
- May produce noncommercial programming
- Eligible to have one vote in Board of Director elections at Annual Meeting
- Each person/employee Must sign an Access User Agreement in order to use MCAM equipment and facilities
- May use business website address and/or email address on air for informational purposes only. No calls to action are permitted.
- If video is to be used on business website, additional requirements and fees will apply.

7. MHTV Viewer Supporter: Donations of any amount are appreciated

- Want to support MHTV but not interested in training or equipment? Become a viewer supporter. Viewer supporter donations help MHTV to cover local events that might otherwise go unnoticed.
- MHTV T-shirt given to any donation of \$25 or more. MHTV T shirt and hat given to donations of \$50 or more

2.0 DEFINITION OF TERMS

Access Channels -- Channels set aside by cable operator(s) for use by the public, educational institutions, municipal government on a nondiscriminatory basis.

Access User – Access Users must be members of MCAM. (For membership requirements, see page3.) In order to use MCAM equipment & facilities, an Access User must successfully complete training and sign the Access User Agreement. Access users may request outside programming to be shown on MHTV (See Bicycled programming for details)

Bicycled Program -- A program that is not produced in the town, but is shown on MHTV. Only members may request outside programming and must obtain permissions and clearances prior to cablecasting.

Business Access User – Must join MCAM as a business member. The business must be located in Marblehead. The business owner assumes all responsibility for non-commercial program content, approvals and clearances, and must indemnify MCAM against any damage or liability incurred while using the equipment. The business owner assumes responsibility for costs or repair or replacement of equipment damaged or lost while being used by designated persons.

Copyright -- The exclusive right to the material contained in a program. The right covers reproduction, publishing, and broadcasting of information. Access users must obtain permission from the copyright holder, in order to use any copyrighted materials, including music, artwork, concert and theatrical performances.

Commercial -- Commercial content is any information intended for personal financial gain. Commercial content is strictly prohibited on MHTV programming unless helpful as a matter of context. General informational and educational content is permitted.

Crew -- members of MCAM who are assisting in the production of programming in the production of programming. Crew may be made up of employees of Business or Organization members or volunteers who are members of MCAM. MHTV staff is not available to serve as production crew for community producers.

Libel--A written or oral statement that conveys an unjust characterization.

Noncommercial -- not having a commercial objective; not intended to make a profit.

Obscene Material -- Material which fits the legal definition of obscene or indecent material under local and state laws.

Organizational Access User – Must join MCAM as a 501©3 non-profit organization or Town Department. The non-profit organization must be located in Marblehead. The organization or Town Department assumes all responsibility for program content, approvals & clearances, and must indemnify MCAM against any damage or liability incurred while using the equipment. The organization or department assumes responsibility for costs or repair or replacement of equipment damaged or lost while being used by designated persons.

PEG Access -- Refers to "Public, Educational and Governmental" Access channels.

Producer – A MCAM member who is responsible for the production of a PEG Access cable program. While a program may involve many Access Users working on the same production, the producer agrees to be personally and financially responsible for all liabilities arising from safety and other violations of MCAM's Operating Procedures by themselves or any members of the production crew. (In the case of a minor, his parent or guardian assumes all responsibility for program content and other liability outlined in this document and the Access Users Agreement).

Public Access -- That channel time, available on a first-come, first-served, nondiscriminatory basis, specifically for *noncommercial* access programming by residents, businesses, town departments or local non-profit organizations.

Public Access Programming -- Programming produced by volunteers using MCAM facilities and equipment. When an access user brings in Bicycled Programming for cablecast, it is also considered public access. In both these instances, MCAM, by federal law, may not edit or control content. This programming must be *noncommercial*.

Slander -- A false oral statement that is meant to defame a person's character.

Staff -- Those employed by MCAM.

3.0 USE OF FACILITIES AND EQUIPMENT

MCAM's channels and facilities are a medium for expression and free speech. No individual will be denied the use of the facilities on the basis of race, sex, age, physical disability, religion, sexual orientation or political belief. It is hoped that Marblehead residents, businesses, town departments and non-profit organizations will utilize this resource as a means to produce a wide variety of programs.

3.1 Eligibility

1. MCAM members must sign an *Access User Agreement* before using the facilities. This document certifies that the Access User has read, understands, and will abide by the operating rules; and agrees to be solely responsible for the content of any programs produced or scheduled for cablecast if they are the producer of record.
2. **Minors** – MCAM members who are minors must have written permission from their parent or guardian to use MHTV facilities. The parent or guardian must sign the "*Minor Facility Use Form*" and the "*Access User Agreement*", accepting responsibility for production equipment and/or program content if the minor is the producer of a program. The parent or guardian must sign out any equipment used by a minor,

accompany minor while using MHTV equipment, and must return equipment as per MHTV procedures. The parent or guardian is also responsible for ensuring appropriate behavior by minor when using MHTV equipment in the field or facilities.

3. MCAM members must have successfully completed MHTV training or demonstrate the basic operation of the requested video equipment.
4. Equipment and facilities are available to MCAM members on a first- come, first-served and nondiscriminatory basis. Non-members formally enrolled in a student internship program at MCAM may also use the equipment and facilities.

3.2 General Facility Policies: MCAM provides facilities, equipment, and channel time for television productions. In return, we ask that Access Users obey all of MCAM's Operating Procedures regarding channel and facility use.

1. **Smoking is not allowed** in any MCAM facility. A loss of privileges may result from abuse of this rule.
2. **Food and beverages are not allowed in the studio, control room, or edit areas.** Access Users should plan meals/snacks away from the facility when possible, but may, with prior permission, eat meals/snacks in the Green Room. Access User will be responsible for proper disposal of trash generated from meals/snacks. Repair/replacement costs associated with any damage caused by food or beverages will be charged to the Access User. A loss of privileges may result from abuse of this rule.
3. Anyone under the influence of alcohol or drugs, or carrying a weapon of any kind, will be removed from the premises. **This will result in the loss of privileges.**
4. Everyone must abide by standards of conduct guidelines. See Section 3.3 below.
5. There will be no use of phones or other office equipment (including staff computers) unless granted permission by MCAM staff. A loss of privileges may result from abuse of this rule.
6. Access Users are responsible for loss or damage to facilities and equipment due to negligence or abuse.
7. Access Users of MCAM equipment, studio and post-production facilities will not change wiring, patch bays, or components without staff permission or supervision. No attempt should be made to alter or repair equipment. Repair/replacement costs associated with any damage caused in this manner will be charged to the Access User. Access Users of MCAM equipment should report any defects or problems to the staff.
8. Access Users that are found to be misusing or abusing the equipment may be subject to loss of privileges.

9. Staff may waive certain equipment and facility rules at their discretion.

3.3 Standards of Conduct for Access Users

1. Keep yourself safe, keep others safe, and keep MCAM property and equipment safe at all times. Endangering the safety of oneself, others, or MCAM property and equipment will not be tolerated.
2. Appropriate, professional, and respectful behavior and language is expected at all times. Violent behavior will not be tolerated. This includes threatening or intimidating language, any form of physical assault or fighting. Weapons, or any objects resembling weapons, are prohibited while on or in MCAM facilities.
3. Behavior that could be construed as threatening or harassing (including sexual harassment) toward members, guests, vendors or employees will not be tolerated.
4. Dishonesty with employees or falsifying records or any other access-related documents will not be tolerated.
5. Be courteous and polite to others, including employees, members, vendors, guests of the facility.
6. MCAM property and facilities are accessible only with proper authorization.
7. Respect for, and appropriate use of, MCAM property and equipment is required.
8. Privileges may be lost for engaging in any other conduct that MCAM deems unacceptable.
9. Access Users may not identify themselves as employees or staff of MCAM or MHTV.

3.4 General Rules for Equipment Use

1. Access Users must be properly trained and have completed all required proposal, planning and equipment forms approved by the staff before the equipment or facilities will be scheduled.
2. Reservations for equipment or facility use may be made up to one month in advance and should be made at least one week in advance. It is strongly recommended that confirmation of facility and equipment reservations be done forty-eight (48) hours in advance. Reservations can be made with staff in person or by phone. Cancellation of equipment or facility reservations should be made at least twenty-four (24) hours in advance, except in the case of emergencies. **Repeated last minute cancellations may result in loss of privileges.**

3. Additional materials for productions, beyond those supplied by MCAM (i.e. sets, graphics, props, other materials, etc.), must be supplied by the Access User and must be removed after the production.
4. **Memory Cards:** Our HD cameras use memory cards instead of videotape. MCAM will supply one memory card (minimum 4 GB) in each camera kit. **Videographers must transfer footage from the memory card to an editing computer or external hard drive within 24 hours** of returning the equipment, so that MCAM may erase the card and return it to the kit. **Producers are encouraged to buy their own memory cards and portable hard drives. See MHTV staff for recommendations.**
5. All working and master digital files will be subject to deleting or recycling at the discretion of staff. Producers are responsible for backing up, archiving or saving their work on personal drives or memory cards.

3.5 Scheduling Conflicts

1. Scheduled facility use for dubbing or practice, may be bumped from a requested time slot if facilities are needed for production of MHTV programming.

3.6 Portable/Field Equipment

1. Access Users holding equipment reservations must follow these check-out and check-in procedures:

Check-out:

- a. Sign all required forms and equipment checklists.
- b. Determine if equipment is in working order. It is the producer's responsibility to make sure that they have all required equipment including audio, headphones, batteries, memory card etc.

Check-in:

- a. Equipment must be returned on time and checked in by an MHTV staff person. Therefore it is important to plan sufficient drop-off time.
 - b. Any problems with equipment or damage must be noted on the equipment checklist and brought to the attention of MHTV staff. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.
2. Equipment must be picked up and returned during staff hours. Pickups and returns must be made at least 30 minutes before the facility closes.
 3. Failure to return equipment when due may result in suspension of Access User privileges and/or a late charge of \$25.00 per day.

4. Equipment may be borrowed for a maximum of twenty-four (24) hours during the week and seventy-two (72) hours over the weekend. Longer loan periods must be requested at the time the reservation is made and will be honored at the discretion of staff.
5. Access Users with portable equipment already checked out will not be allowed to check out additional equipment, unless special arrangements are made with staff.
6. Only in special cases, and with staff permission, can Access Users take equipment outside of Marblehead.

3.7 Editing and Post Production

1. Requests to use the editing equipment should be made at least twenty-four (24) hours in advance and will be subject to the discretion of staff.
2. Access Users are entitled to a maximum of 4 hours per session with a maximum of 12 combined hours per week. Scheduling outside these parameters will be made at staff discretion. These guidelines are designed to allow everyone equal and fair access to the post-production facilities.
3. Access Users must arrive on time for scheduled editing sessions. Sessions may be cancelled if Access User is more than 30 minutes late.
4. **MCAM is not responsible for lost files, lost footage, or lost work due to technical malfunctions or any other reason. Access Producers are encouraged to purchase their own memory cards and portable hard drives and to back up all digital files.**

3.8 Studio Productions and Facility Use

Studio productions need a crew, talent, set, props, etc. MHTV staff is not available to serve as a production crew to make programs or cover events for member producers however MHTV staff can assist in assembling production crews from among trained and qualified volunteers. No studio production is permitted without MHTV staff supervision.

1. Prior to a studio show, producers must have a pre-production meeting with a member of the MHTV staff. Production details & scheduling will be discussed and finalized at that time.
2. Access Users and guest must show up on time for scheduled studio productions. Also, remember to leave time before or during the scheduled studio time to brief the crew and talent on the planned production.
3. Scheduled studio productions will be cancelled if the production crew does not show up within thirty (30) minutes after the start of the scheduled facility time.

4. Depending on complexity of Studio production, crew size can vary between 3 and 6 people – camera operators, director, teleprompter, and graphics/audio person.

4.0 **PROGRAM CONTENT**

4.1 Member Producer Program Rights

Member Producers are fully responsible for the content of their programs, as well as obtaining all rights & releases. Failure to provide proof of the necessary clearances, rights, licenses, etc. will result in the suspension of the particular program, series, or episode in question until such proof is produced.

1. **Copyrights, Licenses, Releases** - Access Users must obtain in writing, and produce upon request, all the necessary approvals, clearances, licenses, etc. in order to cablecast any program. This includes, but is not limited to music, artwork, broadcast/cable network, concert and theatrical performances.
2. **Talent releases** must be obtained from all who appear on camera, or whose voice is used in a production. Some organizations and schools have blanket releases for their members or students. Minors require a parent or guardian signature on their releases.
3. **Ending Credits** must include:
 - a. “produced through the Community Television facilities of Marblehead Community Access and Media, MHTV”
 - b. Copyright notice

4.2 Prohibited Material:

1. Obscene and indecent material.
2. Material which constitutes libel, slander, invasion of privacy or publicity rights, violation of trademark or copyright or which might violate any other local, state or federal law; hate speech, calls to action or incitement to violence.
3. Program material that is commercial in nature. MCAM follows the Federal Communication Commission’s (FCC) non-commercialization guidelines for public television and the Public Broadcasting Systems (PBS) production guidelines. Examples of certain types of promotional language, phrases and visuals that are unacceptable include:
 - Calls to action

- Superlative descriptions or qualitative claims about the company, its products, or its services
- Direct comparisons with other companies or with other companies' products, or its services
- Price or value information
- Inducements to buy, sell, rent or lease
- Endorsements
- Demonstrations of consumer satisfaction.

Certain types of identifying information which are acceptable include:

- Value neutral description of a product line or service
- Brand and trade names and product or service listings
- Visual depictions of specific products
- Location information , including telephone numbers and web addresses
- Logos or slogans which identify and do not promote

MCAM realizes that there are situations when some amount of commercial content may be appropriate and reserves the right to review each situation on a case by case basis.

4. Programs containing material that violates copyright or trademarks. Use of such material requires obtaining appropriate rights from music licensing organizations, publishers, representatives, copyright holders, broadcast stations, networks and any other persons as may be necessary for cablecast. Access Users are required to furnish written authorization for use of such materials.
5. Program material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement or functions or services; the deprivation of any person by threat, threat of force or physical action through the exercise of a legal right, or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance.
6. The direct or indirect presentation of lotteries or lottery information, except for announcements pertaining to state-sponsored lotteries.
7. By law, MCAM may not exercise any editorial control over Public, Educational, or Governmental programs on access channels.

4.3 MHTV Program Rights

As MCAM has provided materials, facilities, and staff support for the production of programs, MHTV has the following rights:

1. To retain the completed program for its program library.
2. To make duplications of the program for *noncommercial* distribution, except where permission has expressly been denied in advance. Producers will always be given graphic credit for such use.
3. To cablecast the program as often as is deemed appropriate and on any of its affiliated PEG Access channels.
4. To exercise the option of erasing or deleting an obsolete or unusable program after it has been cablecast.
5. MHTV must be notified of any subsequent use of any program produced at their facilities if the producer receives any profit or remuneration, and MHTV must be reimbursed for equipment rental at fair market value or 50% profit whichever is smaller. This is not a rental agreement.
6. MHTV owns programs produced by MHTV's staff. When MHTV staff produces a program, with the assistance of volunteer or staff crew, it is considered to be Local Origination Programming and copyright ownership is held entirely by MHTV.

4.4 Political and Issue-Oriented Programs

1. MHTV staff will not produce any partisan programming
2. MHTV does not accept political advertising
3. Public Access Users are under no legal obligation to show any viewpoint other than their own. Residents with diverse viewpoints are encouraged to join MHTV and use public access to express those ideas. Candidates and other providers of political programs, as well as the programs themselves, are subject to the same policies and procedures as any other user of MHTV.

4.5 Bicycled Programming

Bicycled Programming is a program that is not produced in the town, but is brought to MCAM by a member for showing on MHTV. Bicycled programming must be strictly *noncommercial* in nature and technical and production quality must be high. Locally produced programs will receive priority scheduling.

1. An MCAM member may request the bicycled program by submitting the appropriate form. If the show is a series, the form must be resubmitted each year.
2. The programming must be available at no charge to MHTV, and provided to MHTV in a cablecast-ready format via digital download or DVD.

3. MHTV Staff may accept bicycled programming from nonprofit organizations that serve Marblehead; Municipal, County, State or National Government entities; or other Access Studio when the programming is produced by that studio's staff.

5.0 PROGRAM SCHEDULING & CABLECASTING

5.1 Scheduling Channel Time

1. MCAM reserves the right to schedule programs at its discretion to meet the needs of the channel and the community. Program series will be allocated consistent time slots at the discretion of the staff. If a series Producer regularly fails to have the program ready for scheduled cablecast, the staff may, at its discretion, assign the time slot to other Access Users.
2. Except for live and series programming, channel time will generally not be scheduled until a program is complete and all the information pertaining to the program is supplied to the staff for scheduling.
3. If scheduling conflicts occur, staff will resolve the conflict at its discretion.

5.2 Cablecasting Procedures

1. Before cablecast, Member Producers must provide the following to MHTV staff:
 - Title of program (and episode number & name if a series program)
 - Name of Producer
 - Length of Program
 - Proof of Clearances and talent release forms
 -
2. Shows scheduled for cablecasting must be brought to the staff at least seventy-two (72) hours prior to the scheduled cablecast, unless otherwise arranged with staff.

5.3 Technical Standards

1. Programming audio & video must meet quality standards satisfactory for cablecast. MCAM reserves the right to pre-screen programs.
2. If staff notices an abnormal number of production problems with a show, the show may not be aired.

5.4 Labeling of Sensitive Material

MCAM makes a good-faith determination that the subject material in a program may offend some viewers and/or may not be appropriate for children, MCAM may require that the following

announcement be added to the beginning of the program: **“The following program may contain sensitive material. Viewer discretion is advised.”** MCAM reserves the right to run potentially offensive programming between 10pm and 6am - typically known as "Safe Harbor" hours. Failure to notify MCAM of potentially offensive material prior to a program or episode airing may result in loss of privileges.

5.5 Grants and Underwriting

1. Underwriting for programs must be for goods and services or in-kind contributions that aid in developing and improving the program. Underwriting may NOT be used to remunerate producers, talent, or crew.
2. Any individual or group submitting a proposal for grant funding for a project which involves the use of MCAM's facilities must have obtained prior written approval from MCAM staff.
3. Underwriters must be credited as follows: **“Goods and services used in this production were provided by [company name, contact info].”** Credits will be shown at the end of the program. Such programs must still include MCAM's credit.

5.6 Personal Profit/Commercial Use

Access Users may not use all or any part of their programs for personal profit or gain.

5.7 Program Distribution (cable TV and web)

1. Use of Community Produced programming on Websites

MHTV's primary commitment is to produce programming that runs on its cable television channel. Our main source of funding is from local cable television revenues. We do not benefit directly from the cable companies' internet revenues. Therefore, it is in our best interest to encourage members to subscribe to either Comcast or Verizon TV. MHTV can be seen on the affordable basic programming tier of either company. A significant loss of cable TV subscribers could negatively impact our ability to continue providing services to our viewers and the Town.

We are aware of changing viewing habits and know that many people are “watching TV” on their computers or tablets. We are also aware of the many ways that video can enrich a website.

Therefore, if MCAM's equipment is used in the production of video, we ask that it be chiefly formulated as a television show to be aired on MHTV. If a Member Producer has used MHTV equipment to produce a show, then a formal, written request may be made to MHTV to use the video on the web. MHTV reserves the right to deny requests to post entire programs, and may ask that only clips of a show be posted online.

The following conditions must be met, in order to use the video on the web:

- The show must be produced solely by a Member or Member Organization
- MHTV must be acknowledged using the language below:

***This program was produced through the Community television facilities of
[MHTV, Marblehead, MA](#)***

**An Active link back to the MHTV website must be included.
<http://marbleheadtv.org>**

2. Web Video Technical Requirements

MHTV's primary commitment is to produce programming that runs on its cable television channel. Our final product is maximized for delivery via our video server.

However, web video can be delivered in a variety of formats and sizes. There are many video sharing sites on the web, and requirements may vary. Member Producers are permitted one free DVD and one server file of their completed ready for telecast program. Additional duplication/conversion services may be purchased from MCAM at the posted cost.

6.0 VIOLATIONS, GRIEVANCES, INSURANCE AND INDEMNIFICATION

6.1 Violations - MCAM access members are expected to conduct themselves in a courteous and professional manner whenever using MCAM equipment or facilities. The following is a list of some violations of rules and the consequences:

1. Minor Violations

- Repeated cancellations, late or otherwise
- Repeated late pickup/return of equipment or arriving more than 30 minutes late for editing or studio sessions
- Not cancelling reservations for equipment or studio time
- Mishandling of equipment/facilities
- Use of equipment in unsafe environments
- Incomplete return or improper storage of equipment
- Smoking in/on MCAM facilities or school grounds or around equipment anywhere

Penalties for minor violations:

- 1st – Verbal warning**
- 2nd – Written warning**
- 3rd – Loss of privileges**

2. Major Violations

- Commercial or for-profit use of MCAM equipment or facilities
- Misrepresentation as a staff member or employee of MCAM, Inc. (MHTV)

- Knowingly falsifying forms
- Abuse or neglect of equipment
- Taking or using equipment or facilities without proper permission
- Attempted repair of equipment and/or rewiring of facility equipment
- Verbal or physical harassment of staff, directors or other members of MCAM
- Theft of any kind
- Use or possession of alcohol or illegal drugs in MCAM facility, on school grounds or while in possession of MCAM equipment.
- The use of MCAM equipment for recording obscene, illegal or prohibited material

Penalty for major violations: Major violations will result in the immediate suspension of the privilege to use MCAM facilities or equipment. Some violations may result in criminal prosecution. A hearing before the MCAM Board of Directors will automatically be held upon the suspension. The MCAM Board will determine if these privileges will be reinstated.

3. Appeals - MCAM Access Members may appeal any loss of privileges to the Board of Directors of MCAM. **Decisions of the MCAM Board of Directors are final.**

6.3 Grievances – Any grievance regarding the assignment of channel time, equipment, studio with the Executive Director. If that does not provide an acceptable solution, a grievance may be filed in writing with the MCAM Board of Directors.

6.4. Insurance Requirements – All MCAM equipment is insured. MCAM access members are responsible for all equipment signed out to them. In the event of accident or theft, it is imperative that the following information be compiled. Failure to provide this information to MCAM may result in non-payment by the insurance company and the access member would pay replacement or repair of the equipment:

- A police report must be filed in the town or city in which the incident occurred.
- Equipment cannot have been left unattended.
- Equipment cannot have been left in a hazardous situation.
- There must be proof of unauthorized forcible entry into the vehicle or location where the equipment was stolen
- Equipment must not have been left in a vehicle overnight. If the insurance company honors the claim, the access member is still responsible for payment of the deductible.

6.5 Indemnification - Any user of the MCAM facilities, equipment and/or channel time shall indemnify and hold harmless MCAM, Inc., its officers and staff, and the Town of Marblehead against any and all liability claims arising out of the breach of the "Access User Agreement".