

MEDIA BRIDGES CINCINNATI ACCESS RULES AND OPERATING PROCEDURES

Welcome to Media Bridges Cincinnati and cable access. The following Access Rules and Operating Procedures are designed to make Media Bridges'

resources available to the broadest base of users

. ACCESS RULES

1. Anyone wishing to use the access system must first be oriented to the philosophy of access, Access Rules and Operating Procedures, and producer contracts.
2. Community access studios, equipment, and channel time are available to any resident of the City of Cincinnati.
3. Programs made using Media Bridges equipment must be cable-cast on Media Bridges' channels.
 - a. No public display of video or audiotapes recorded and/or edited with Media Bridges equipment is permitted before cablecast. Media Bridges access producers own all rights to their programming, but Media Bridges retains the right of first distribution for all programs produced using Media Bridges equipment. (Cable subscribers pay for Media Bridges, so they have the right to see the programs first.) Media Bridges retains other limited distribution rights; including use of programs in access center promotion, retrospectives, and compilations for recognition and awards.
 - b. Using Media Bridges facilities to promote private clubs and/or to videotape weddings for private gain is prohibited. Charging to appear in an access program in which Media Bridges facilities are used is prohibited. Charging to produce an access program using Media Bridges facilities is prohibited. These common abuses will result in suspension of producer privileges. Media Bridges property is the property of the City of Cincinnati. Public property cannot be used for private gain. Media Bridges' facilities cannot be used as if they were an individual producer's production house. Producers need to hold production meetings outside of the access center.
 - c. Producers cannot utilize programs produced with Media Bridges' equipment for any commercial use. Carriage by commercial television stations of programs created with Media Bridges' equipment in whole or in part resulting in direct or indirect revenue to the producer is considered an improper use of Media Bridges' facilities and will be punished accordingly.
4. To use Media Bridges access facilities or equipment, access producers must sign a Facilities and Equipment Use Agreement.
5. Access producers under the age of eighteen (18) years old must have a signed Parental Consent/Guardian Form on file with Media Bridges. The signer of the form must attend orientation with the underage access producer.
6. Anyone using Media Bridges equipment and/or facilities must first be certified by Media Bridges staff.
7. No food or drink is permitted in edit suites or in the studio.
8. Producers must clean up all areas of the building utilized including returning props to their appropriate places. Producers are responsible for the clean up of their guests.
9. Prior to cablecasting a program on the access channels, access producers must sign a Statement of Compliance.
10. All residents of the City of Cincinnati are eligible to attend Media Bridges training workshops and utilize Media Bridges equipment, facilities, and channel time, provided requirements have been met. Proof of residency will be required by Media Bridges at orientation and at other times as may be necessary. This includes, but is not limited to, two (2) pieces of legitimate identifying documentation which contain the trainee's current city residential address. One of these documents must display an identifying photograph. If the address on the photograph identification does not match the accompanying second piece of identification, an additional matching piece of current city residential address identification will be required. Post office box addresses will not be accepted.
11. Non-residents are not permitted to use Media Bridges facilities and equipment.
12. Provided production facilities are available, Media Bridges will offer crew for 4 cable access programs per year per organization (using a calendar year - 1 per quarter with no carryover and no accumulation.) These quarterly assisted shows will be scheduled as single shows. For continued usage of facilities, an organization must provide volunteers to be trained. Institutions should contact the outreach department to determine the four projects. Use of multiple sponsor-

ng organizations within a quarter to secure additional production services within a year will not be permitted. Free and comprehensive training is available to all agencies through Media Bridges to encourage the use of cable access equipment for agency programming.

I. PROGRAM CONTENT RULES

1. Producers signing the Statement of Compliance, are wholly responsible for program content. Violation of any one or all of the program content prohibitions may result in curtailment of future use of the community facilities and equipment. Media Bridges assumes no liability whatsoever for the content of access programs.
2. All programming materials shown on the public access channels of Media Bridges must follow all program content guidelines. This includes, but is not limited to, videotapes, discs, "live" programming, character-generated messages, and satellite programming. However, Media Bridges staff reserves the right to edit press releases submitted for its Community Bulletin Board where a Statement of Compliance was not signed. In all cases, residency rules apply.
3. The producer agrees to accept full responsibility for all his/her material content which is cablecast. The producer agrees to indemnify and hold harmless Media Bridges, its affiliates, officers, agents, employees, and the City of Cincinnati, from liability, legal fees and other expenses incurred as a result of cablecasting his/her program(s). The producer is responsible for obtaining all releases necessary to cablecast any materials on Media Bridges access channels. Material which is prohibited by federal, state, or local law for which appropriate releases have not been obtained or which is inconsistent with purpose of community programming may not be cablecast.
4. Media Bridges shall not exercise control over program content in any manner incompatible with the City of Cincinnati's franchise agreement and 1996 Telecommunications Act. However, all programming submitted for cablecast must contain local content of at least ten (10) seconds in length. Character generated text identifying the local provider's name, address, and telephone number is one means of satisfying this rule.
5. The producer accepts responsibility for the conduct of persons assisting him/her on a production including, crew members, family members and friends, audience members, and on-air talent. If any person working on the program has been permanently suspended for any reason or at any time by Media Bridges, that person cannot participate in the creation and/or production of the program. Should said person participate in the creation and or production of the program, then the producer will be suspended.
6. Criminal prosecution and/or civil lawsuits may result from illegal uses of community television. Media Bridges staff is neither qualified nor authorized to advise producers about the legality of questionable material. While other uses may also be illegal, the following are clearly unlawful:
 - a. Unlicensed use of another's work is prohibited by copyright law. Producers are responsible for insuring that all programming submitted includes properly licensed material.
 - b. Obscenity is not considered protected speech under the First Amendment of the Constitution of the United States. Producers should note that, whomever transmits over any cable system matter which is obscene or otherwise unprotected by the Constitution of the United States is liable for substantial criminal penalties (up to \$10,000 fine and two (2) years imprisonment, Title 47 U.S.C. Section 559.) Further, a cable operator may refuse to transmit any public access program or portion of a public access program that the operator reasonably believes contains obscenity. (FCC 92-258)
 - c. Libel and slander are unlawful.
7. Producers should identify material or performance as "harmful to juveniles" when submitting such material for cablecast. Such material will only be cablecast between 11:00 p.m. and 4:00 a.m. "Harmful to juveniles" means any material that is offensive to prevailing standards in the adult community with respect to what is suitable for juveniles as defined in the Ohio Revised Code, Section 2907.01 (E).
 - a. Programs identified by the producer as "harmful to juveniles" must be preceded by an audio and video parental discretion advisory reading as follows: PARENTAL ADVISORY The following access program includes material found by the producer to be "harmful to juveniles."
 - b. Programs which producers consider best for adult audiences, but which producers do not consider "harmful to juveniles" should be identified by producers as "adult" on the program release form. The "adult" program will run between 11:00 p.m. to 4:00 a.m.
8. Presentation of the following material on community access channels is prohibited:
 - a. Commercial Endorsements
 - . Access productions may neither advertise nor endorse commercial product(s) and/or business service(s). Producers

are encouraged to express views on consumer matters without endorsing specific products, services, brands and/or businesses.

i. No prominent or persistent displays of commercial products, logos promotional material, or businesses are permitted. Identifying any product, service, trademark, business or brand name in a manner which is related to a commercial use of such a product or service is prohibited. Specific guidelines for program sponsorship have been developed.

b. Direct or indirect solicitations for money: Only Media Bridges may raise funds using access channels.

c. Lotteries or lottery information: All advertisement of (or information concerning) any lottery, gift enterprise, or similar scheme offering prizes dependent, in whole or in part, upon lot or chance; or any list of the prizes drawn or awarded by means of such lottery, gift enterprise, or scheme, whether said list contains any part of all of such prizes is prohibited.

9. Political speech is encouraged; all other rules apply

10. Regarding character-generated messages, the following rules apply:

a. All messages submitted must adhere to Media Bridges technical and content policies. Messages must be submitted at least two (2) weeks prior to the event.

b. Dated event messages will begin airing two (2) weeks prior to the event.

c. A maximum of three (3) single-page messages per institution or organization per month may be accepted. One of these may be an ongoing service related message.

d. Organizations wishing to promote their services may provide one ongoing service message per month. Service messages will run for up to thirty (30) days. Service messages can be reformatted and submitted after each 30-day period.

11. Producers may not sell or be paid for any access programs in which Media Bridges studio, editing, and/or portapack facilities were used. In these circumstances, any money earned by the producer above the actual production costs must be turned over to Media Bridges. Production costs include costs for props, sets, make-up, program promotion, postage, travel, tape stock, and any other amounts that may accrue as a direct result of creating an access program. Producers cannot receive payment for their time. Proof of expenditures must be provided.

12. A commercial business may underwrite the costs of an access program or provide props and/or other assistance. A sponsor may be recognized with a brief video and/or audio sponsorship identification. These guidelines must be followed:

a. Two identifications for each sponsor are permitted; one each at the start and end of a program. Each sponsor's identification may last no longer than ten (10) seconds and may not interrupt regular programming. No more than (30) seconds are permitted at the start and again at the end for sponsor identification, even if there are more than three (3) sponsors;

b. Using the name, address, and telephone number of the sponsor, as well as business logos, graphics, and a description of the sponsor's services are permitted. However, no qualitative or comparative language, price information, call to action and/or inducement to buy, sell, rent or lease is permitted. (See this section 8. A. as it relates to commercialism within the body of an access program.)

13. A producer who produces material retains ownership of the creative rights to that programming.

14. One signed Statement of Compliance applies to all the programs within a given series including "live" cablecasts up to the annual September schedule change. However, the producer who signs the Statement of Compliance to cover the series must notify Media Bridges if the program content designation changes for any episode within that series. In addition, if the producer who signed the original Statement of Compliance moves out of the City of Cincinnati or is no longer, for whatever reason, responsible for the program, notification must be provided to Media Bridges. This notification must be in the form of a newly signed Statement of Compliance and be submitted to Media Bridges staff at least three (3) weeks prior to the airing of any episode with the changed content or new sponsor designation. Orientation is required for all producers signing the Statement of Compliance prior to the airing of any episode.

15. Media Bridges reserves the right to reject and refuse to broadcast any program that Media Bridges staff determines to violate any of the Program Content Rules described. In this event, the program will be returned within ten (10) days to the producer along with a written explanation of the violation.

a. If the producer believes that his/her program has been improperly rejected, the producer may request a review of Media Bridges' decision. Any request for a review must be submitted in writing and delivered to Media Bridges within 10 days of the imposed sanction. See Section K.

16. The producer agrees to release Media Bridges and its affiliates, officers, agents and employees from responsibility if their program is damaged, lost, or stolen while in Media Bridges' custody.

17. Producers must preserve a copy of any program which is cablecast through Media Bridges ("live" or taped) for a period of thirty (30) days following the cablecast. A copy of said program must be made available upon request.
18. False or misleading statements made in the Statement of Compliance are grounds for forfeiture of the right to use community production equipment and/or present programming for community cable channels in addition to other remedies in law or equity which may be available to Cincinnati Community Video.
19. The producer recognizes that Media Bridges is to maintain, available for public inspection, a record of all persons applying for use of cable channels and agrees that this application may be used for such record. The producer's signature indicates that he or she is aware that Media Bridges may divulge any information contained in the Statement of Compliance.
 - a. Media Bridges shall maintain a file for public inspection that will be available for viewing during standard business hours.
 - b. Anyone requesting information from Media Bridges' public files will be required to:
 - . sign a register;
 - i. provide their photo identification to Media Bridges
 - ii. provide their current residence address and telephone number on the register (post office boxes will not be accepted)
 - v. inspect the requested files on Media Bridges premises. The cost of copies of such material will be assessed to the person requesting the information.

II. ACCESS OPERATING PROCEDURES

A. General

1. The scheduling calendar is open on the fifth day of each month for the following month; or, if the studios are closed on the fifth, then the first day following the fifth that they are open.
2. Upon completion of training or another demonstration of competency, a non-transferable certification card will be issued, which permits the holder to use access equipment and/or facilities. An access producer who has not used the equipment for a year must demonstrate proficiency before checking out any equipment.
3. CANCELING reservations vs. LATE and NO SHOW reservers:
 - a. Any producer canceling four (4) reservations within thirty (30) days may not reserve any equipment or facilities through the next thirty (30) days. All previously made reservations are revoked. Scavenger time provides the only access to equipment during a suspension of reservation privileges.
 - b. Canceling more than twelve (12) hours early is permitted without penalty (up to three (3) cancellations per month).
 - . Producers making same-day cancellations (within 12 hours) lose only that reservation from their monthly limit, and suffer no other penalty (until the 4th cancellation in 30 days).
 - i. Late producers can lose reservations and reservation privileges.
 - a. Calling beforehand can save reservations up to one hour. If the call is received before the producer is due, the start of the reservation may be delayed up to one hour with no penalties.
 - b. Any producer LATE less than one (1) hour is subject to possible loss of equipment use. (See Scavenger Time)
 - c. NO SHOW producers (more than 1 hour late) are suspended from reserving any equipment or facilities through the next thirty (30) days. All previously made reservations are revoked. Scavenger Time provides the only access to equipment during a suspension of reservation privileges.
 4. Editing time blocks are scheduled to allow for transition period between time blocks. Producers who exceed their scheduled time or do not observe facility closing hours are in violation of policy.
 5. Media Bridges access staff members will attempt to notify the producer and reschedule equipment or facility uses in case of the need for facility or equipment repair.
 6. It is the responsibility of access producers to keep Media Bridges informed of their current address and telephone numbers.
 7. Scavenger Time is defined as time given to producers beyond the policy allotted time. Scavenger Time will be given away the day of, or the day before it is available when the scavenging producer calls to book or comes into the studio. It will not be given away any sooner than this. Producers are responsible for making sure this time is recorded as Scavenger Time.
 8. No producer reserving Media Bridges' equipment shall receive financial compensation for their work (beyond reimbursement for documented production expenses).
 9. Producers are permitted to bring crew and talent into Media Bridges facilities. No other visitors are allowed.

10. Using Media Bridges facilities to promote private clubs and/or to video tape weddings for private gain is prohibited. Charging others to appear in an access program in which Media Bridges facilities are used is prohibited. Charging others to produce an access program for them using Media Bridges facilities is prohibited. These common abuses will result in suspension of producer privileges. Most Media Bridges property is the property of the City of Cincinnati. Public property cannot be used for private gain. Media Bridges' facilities cannot be used as if they were an individual producer's production house. Producers need to hold production meetings outside of the access center.

B. Equipment Check IN / OUT

1. Only two (2) people per family or production group may reserve equipment for one time. Producers living in the same home are considered a "family." Any 2 or more producers reserving equipment for the same program or series are considered a "production group." Media Bridges does not allow family or production group members to monopolize access facilities by reserving more than two units of portable production equipment for the same time.

2. Portable equipment may generally be checked out for forty-eight (48)-hour periods during the week, or longer for weekends and holidays. However, staff is authorized to shorten checkout periods to twenty-four (24) hours if demand substantially exceeds availability. Portapack times will not be consecutive. At least one full check-out period must elapse prior to next check-out. Forty-eight (48) hours on week days and/or one full weekend.

a. Accessories (other than camera, recorder or monitor) are not charged against portapack reservation limits. Accessories may be reserved as often as they are available, but cablecast requirements apply on all equipment. Each producer must present a new show for cablecast after eight (8) equipment uses or no more equipment will be loaned. "New" is defined as all recorded material having been edited with material shot by the producer.

2. Equipment may be signed out by any producer up to three (3) times per month.

3. To borrow equipment, an access producer must complete and sign an Equipment Sign-Out form and leave his/her certification card in the access facility until the equipment is returned. Additional identification may be requested.

4. Equipment must be returned:

a. By a certified portapack producer;

b. At the date and time specified.

5. The producer's certification card will be returned after the producer has demonstrated to the receiving Media Bridges staff member that all of the equipment is present and in proper working order.

6. Producers are not permitted to disassemble Media Bridges facilities and equipment or modify them in any way. Producers will be billed for tampering with the facilities and/or equipment which result in repair costs incurred from such tampering.

7. A producer is completely responsible for the cost of any repair or replacement of Media Bridges equipment and facilities while in his or her the possession excluding normal wear and tear. Further, the producer accepts responsibility for the conduct of persons assisting him or her; this includes production assistants, crew members, family members and friends, audience members, and on-air talent. The producer is responsible for any damages and injuries caused by these persons or by anyone else affiliated with a production by him or her.

8. Producers are responsible for allowing adequate check in/check out time by Media Bridges staff. Producers are responsible at the time of check out for setting up the equipment being loaned to establish that all items are in good working order. Producers may waive this responsibility but are forewarned that they will be held responsible for any undetected damage.

9. Producers can extend a portapack reservation (within limits) by phone if no other producer has reserved portapack equipment after the producer's return deadline. Producers must call Media Bridges before their return deadline.

a. Reservation privileges are suspended through the next thirty (30) days for borrowers returning portable equipment up to 1 hour late.

b. All access privileges are revoked through the next thirty (30) days for producers returning portable equipment over 1 hour late.

c. Equipment over twelve (12) hours late is considered stolen and reported to police. Producers returning equipment more than 12 hours late are subject to permanent revocation of access privileges.

10. A producer must present a show for cablecast after eight (8) equipment uses. To assure efficient use of resources, no one may use equipment (portable, studio and/or editing) more than eight (8) times without submitting a program for cablecast. No one.

a. A producer's equipment use is suspended after eight (8) uses which have resulted in no submission of program(s)

or cablecast. Unless a written proposal for more equipment time is approved by the Studio Coordinator no later than one day after the eighth use, these sanctions are applied. i. The user is suspended from using Media Bridges equipment and facilities for ninety (90) days except to edit a program for cablecast. This must be done within two weeks of notification.

b. More than eight (8) uses requires approval of a written proposal. The Studio Coordinator may allow limited additional uses to complete a program if a producer's written proposal and subsequent use(s) show efficient management of Media Bridges resources.

C. VIDEOTAPES

1. Producers are responsible for buying their own tape stock.

2. Personal property cannot be stored at the Media Bridges studio.

3. Media Bridges staff will make one (1) free copy of a producer's program at the producer's request. Any additional copies will be subject to a fee. Tapes for all copies must be provided by the producer.

4. The producer-owned tape stock and its contents will become the property of Media Bridges after ninety (90) days of the program's final airing if the tape has not been claimed by the producer or resubmitted for more cablecasts.

D. FACILITY USE

1. Media Bridges' facilities are for public access cable TV production purposes only. All facility use must be booked in advance through Media Bridges staff members by Media Bridges certified producers. Producers are responsible for keeping Media Bridges facilities clean. Both studio and non-studio meeting space is at a premium at Media Bridges facilities. Preproduction meetings must be held outside of Media Bridges facilities.

2. A person or group can book two (2) weekend blocks per month for editing or studio productions.

3. Each producer is allowed a total of four blocks of edit or studio time per month. If two (2) or more people are working on the same production, they may have up to eight (8) blocks per month. Edit time beyond four (4) blocks must be performed on an off-line edit system during morning and afternoon time blocks unless it is scavenged. Staff may shorten these allowances when demand exceeds time available.

4. Each producer is generally allowed a total of twenty (20) hours of studio time per month. These twenty (20) hours refer to use of the studio space only -excluding the use of the control room.

5. Additional use of Media Bridges facilities may not be scheduled without permission if the "8 times rule" has been violated. This time limit is cumulative for both portapack and facility use.

6. Media Bridges facilities are equipped with computers for enhanced editing and graphic capability. Programs on these computers are not to be copied, added to, or manipulated in any way. Any information stored by a producer on Media Bridges computers is at the producer's own risk, and can be deleted at anytime without prior notification. The producer is responsible for backing up his or her work at all times.

7. HARD DRIVE USE POLICY

a. Producers are permitted to have only one project residing on a media Bridges harddrive at any time.

b. Projects are limited to 26 gigs or less.

c. Your project file must be named with your last name, the project ID number and the date.

d. Every time you work on a project, you must update the date in that file name.

e. When you complete a project, inform the Help Desk person that your project can be deleted from the drive.

. Projects that have not been worked on in the last 30 days will be deleted without notice.

E. LIVE STUDIO SHOOTS

1. Scheduling studio time requires the following be done in advance:

a. arrangements with the scheduler to reserve the studio and channel time.

b. signing the Statement of Compliance

c. obtaining certification for all crew members

d. having minimum studio crews:

. 1 Floor Manager/camera operator 1 Director/Switcher 1 Audio Engineer/CG Operator 1 Phone System Operator (if live)

i. The program must begin promptly at the live starting time established by the producer and scheduler, and cannot last any longer than the time period allotted.

ii. A "live" series program will have its studio and control time pre-booked by Media Bridges staff if the requirements in Section I. #12 are met.

v. Justification for "live" programming must demonstrate that viewer interaction by telephone is an integral part of the program.

v. Media Bridges reserves the right to terminate a "live" cablecast if any of the on-site behavior rules established in these Rules and Procedures.

CABLECAST SCHEDULING

F. SINGLE PROGRAMS AND SERIES

1. There are a number of channels available for program cablecast. Scheduling rules apply to all access channels. A program will run on the channel dedicated for religious access programming if it falls under one or more of the following categories:

a. If it is produced and/or supplied by a religious organization, institution, or church, or by an individual on behalf of any of these;

b. if it contains material which examines ethics or morality from a religious or theological standpoint. A program will run on the channel dedicated for educational access programming if it falls under one or more of the following categories:

. if it is produced and/or supplied by an educational institution or organization (a school, board of education, teacher's union, etc.);

i. if it is produced by students or members of an educational institution or organization on behalf of that institution or organization;

ii. if it contains subject matter related to structured education (such as that received in schools);

v. if its on-air participants are representing an educational institution or organization. A program deemed to be "harmful to juveniles" or "adult," as decided upon by the producer on the Statement of Compliance, will have its starting times between 11:00 p.m. and 4:00 a.m.

2. Programs must be submitted by 5:00 p.m. two days before its first airing. In order for program titles to appear in local newspapers' TV listings, access programs must be scheduled at least 21 days prior to the first cablecast.

3. Time slots change annually in September. Locally produced programming will be scheduled in advance of any out-of-ranchise-area programming. Locally produced programming is defined as program content created by a Media Bridges-certified producer or by the program's sponsor.

4. If counter-programming is requested for scheduling in a time slot already occupied, the producer of the counter-programming is responsible for contacting those producers whose programs are already scheduled in the desired times.

G. SINGLE PROGRAMS

1. The cablecasting day is divided into three time blocks: Mornings 12:30 a.m. to 11:59 a.m. Afternoons 12:00 noon to 5:59 p.m. Evenings 6:00 p.m. to 12:00 midnight Single programs will be scheduled for cablecasting six (6) times, with two morning plays, two afternoon plays, and two plays in the evening.

2. A single program may be re-submitted once for cablecasting under the following conditions:

a. Ninety (90) days have passed since the last play of the original cablecast schedule.

b. After this re-submission, the program can never be re-submitted for additional plays.

H. SERIES

1. A series is regular installments of new programming over a predetermined period.

a. Monthly and bi-monthly series will have the same playbacks as a single program.

b. Weekly series will receive three cablecasts: one morning, one afternoon, and one evening play. When fifty-six (56) hours or more of new programming per week are submitted for a given access channel, cablecast of a series is reduced to one A.M. and one P.M. play per week.

. When this occurs, producers will be limited to two hours of new programming per week.

i. Non-local programming will receive 1 play on the City channel.

2. In order to secure series time slots, the first three installments of programming must be turned in when that series is scheduled.

3. If two (2) consecutive installment deadlines are missed, a producer will forfeit his/her time for that series. Otherwise, time slots given to producers are guaranteed until the September time slot changes.

4. All series producers must rotate their time slots by 30 minutes every September, regardless of when a series begins airing.

5. A series producer must use the full time block issued. Programs that consistently use only half or less of their allotted time block do not meet this requirement, and the time allotted for remaining scheduled installments will be short-

ened accordingly.

6. Episodes of a series scheduled in a 30-minute time slot can be no longer than 29:00; those scheduled in a 60-minute time slot can be no longer than 59:00. Programs exceeding these time limits will be que-toned to fit their assigned time slots.

7. Series producers may re-submit any or all of their series episodes for cablecasting once under the following conditions:

- a. Ninety (90) days have passed from the last play of the final program in that series.
- b. After this re-submission, the program can never be re-submitted for additional plays.

. SATELLITE PROGRAMMING

1. A person must follow all of the regulations established in the Access Rules and Operating Procedures prior to requesting satellite feed time.

2. Satellite programs will be scheduled starting the fifth day of each month for the following month.

3. All satellite requests must be made at least two weeks in advance by a city resident who has received orientation. At the time of the request, the following must be provided to Media Bridges staff:

- a. a signed Statement of Compliance;
- b. written information containing satellite information: the satellite name, date and time of feed, transponder;
- c. a videotaped tag with information on where a viewer can get more information locally.

4. Regarding "live" satellite programs (defined as on-line satellite programming cablecast at the same time as its transmission) the following rules apply:

- a. programs can only be scheduled for "live" cablecast if time on the appropriate channel permits;
- b. the videotaped tag provided by the producer at the time of the satellite request will air immediately after the conclusion of the "live" satellite program;
- c. a "live" satellite program will not be taped nor receive additional plays unless the rules for "non-live" satellite programs listed below are followed.

5. Regarding "non-live" satellite programs (defined as off-line satellite programming taped by Media Bridges during transmission for later playback) the following rules apply:

- a. Media Bridges will tape "non-live" satellite programs if the producer pre-pays a recording fee per show or per hour whichever is greater), plus the tape;
- b. the hours during which a satellite program may be taped are 9:30 a.m. and 10:30 p.m. EST;
- c. "non-live" satellite programs will receive the same number of plays as a single program;
- d. the videotaped tag provided by the producer at the time of the satellite request must be added to the tape of a "non-live" satellite program before the program is scheduled for further playback.

6. All locally produced programming takes priority over any satellite programming.

J. TECHNICAL REQUIREMENTS FOR CABLECAST

1. Standards for Broadcast

a. Pre-Roll - all tapes MUST have EXACTLY 60 seconds of leader with continuous control track. Tapes without an exact 60 seconds pre-roll will be rejected. The pre-roll can be color bars or black. There must be unbroken control tract from the pre-roll through the end of your program. Programs must have 10 seconds of black at the end. Pre-roll and black at the end do not count towards total program length.

b. Video and audio levels - when the recordings are tested at master control, the video level should not exceed 100 IRE (100% or 1 volt peak) on the waveform monitor. Some allowance can be made for creative considerations. Audio must be on channel 2. The audio levels must average no higher that 80% with instantaneous peaks no higher than 100% (0 UV). A program that has unclear audio, distorted audio levels that are too low or noise levels that are excessive will be ejected. All audio should be on channel 2.

c. White balancing - cameras must be properly white balanced. When multiple cameras are used, they must be matched for video levels and color phase. A program that contains improperly white balanced video will be rejected. The only exceptions are programs that are purposely white balanced to another color to achieve a certain effect. Programs that have this effect must have a statement to that effect clearly printed on the tape box before being turned in to master control

d. Tape stock - producers are responsible for buying their own tape stock. Media Bridges will be no longer supplying tapes without charge. Media Bridges will keep tape stock available for purchase. Important, if you are a producer who is

currently recording your programs on the 3/4" format, you must continue with this format until otherwise notified. Master control does not have enough 1/2" decks to accommodate all producers.

2. Tape quality - tapes that have excessive dropout will be rejected. To help alleviate this problem, only premium tape will be accepted. Half inch tapes are usually graded from lowest to highest as follows:

a. Standard

b. High quality or high grade

c. Premium

d. Pro e. S-VHS Tapes must be major brand such as Sony, Fuji, Maxell, Scotch, TDK, etc. An "off" brand such as Dollar, Polaroid, Tozai, etc. may be rejected. This requirement is also to protect our broadcast equipment. Failure to submit tape in a box that clearly displays the brand and type of tape will result in rejection. Similarly, 3/4" tapes will adhere to the same standards. Only tapes with codes BCA, BRS or part numbers indicating that these tapes are of broadcast quality will be accepted. Tapes that are recorded in the EP, LP, or SLP (extended play modes) will be rejected.

3. Tape identification - tapes must be submitted in their sleeves or boxes. They must be properly labeled with producer's name, telephone number and accurate length. The length of the program is measured from the end of the initial black to the end of the program. Important, do not count the 75 seconds at the beginning of the tape as part of the program.

4. Pass labels - tapes must have a "pass" label attached to them. This is to keep a more accurate count of how many times a tape has been broadcast. Once a tape has had a certain amount of passes it will no longer be broadcast. Additionally, tapes may have a bar code label attached to them. Tapes that have had a pass label and/or a bar code label removed will be rejected.

5. Program rejection - if a producer's program material is rejected twice, the producer must schedule a consultation with a trainer to help alleviate future problems. A producer's material shall not be accepted until such a meeting takes place.

K. DENIAL OF ACCESS PRIVILEGES

1. Media Bridges may request that a person leave Media Bridges premises for reasons including but not limited to the following:

a. If they are under the influence of alcohol or drugs or if they sell or otherwise dispense alcohol and/or drugs.

b. If they interfere with the orderly conduct of Media Bridges activities or programs.

2. The following are MAJOR OFFENSES against Media Bridges Rules and Procedures. Such offenses result in immediate, permanent loss of access privileges and/or suspension of such privileges and probationary sanctions of 90 days:

a. Misuse or abuse of Media Bridges equipment or facilities.

b. Theft or vandalism of the property of Media Bridges, of Warner Cable, or of any Media Bridges staff member, producer, producer in training or visitor.

c. Failure to return equipment through intent, negligence, loss or theft.

d. Making false or misleading statements on any Media Bridges document.

e. Use of equipment or facilities for commercial or profit-making purposes.

f. Use of Media Bridges equipment or facilities for any purpose other than cablecast.

g. Removal of equipment from a Media Bridges facility without proper sign out and supervision by a Media Bridges staff member.

h. Use of equipment by non-certified or probationary users.

i. Chronic and willful disregard for Media Bridges Rules and Procedures.

j. Abuse or harassment of Media Bridges staff.

3. The following MINOR OFFENSES against Media Bridges Rules and Procedures may result in probationary sanctions:

a. Failure to return equipment on time or to cancel a reservation with sufficient notice.

b. Late return of equipment without an authorized extension.

c. Return of functional but dirty equipment.

d. Unsafe or improper use of equipment.

e. Improper packaging of equipment for transport.

f. Attempted disassembly or repair of any Media Bridges equipment.

g. Reservation on behalf of others.

h. Smoking, drinking or eating in any restricted area or equipment areas of Media Bridges

4. Disciplinary Action:

- a. For a first offense, in the case of a Minor Offense, the producer committing the offense will be given a verbal warning by the Media Bridges staff member.
- b. For the second offense, in the case of a Minor Offense, the producer will receive a written warning. One copy of this warning will be placed in the producer's file, and another copy will be given to the Executive Director.
- c. For the third offense, in the case of a Minor Offense, the producer will be placed on probation. During the probationary period all access privileges with Media Bridges are suspended.
- d. Immediate suspension of privileges may be imposed for a Major Offense.

5. Probationary Sanctions:

- a. The first sanction will be a 90-day suspension.
- b. The second sanction will be a 1-year suspension.
- c. The third sanction will result in permanent expulsion of access privileges with Media Bridges.
- d. Other sanctions to be prescribed by the Executive Director include, but are not limited to:
 - . Requirement of re-attending orientations sessions.
 - i. Requirement of demonstrated proficiencies of understanding.
 - ii. Short-term probationary periods.
- e. Access producers may appeal sanctions in the follow manner:
 - . File an appeal with the Organization Operations Committee of the Media Bridges Board of Trustees within 10 days of he imposed sanction.
 - i. Appear before the Organization Operations Committee for the purpose of making a presentation on the circumstances of the sanctions and the appeal.
 - ii. Determinations of the Organization Operations Committee are final.