

The Nantucket Community Television Member Benefits and Responsibilities Handbook

Table of Contents

Introduction.....	3
Contact Information.....	3
Hours of Operation.....	3
Mission Statement.....	3
Benefits.....	4
Membership Categories and Dues.....	4
Role of NCTV Staff.....	4
Rules & Responsibilities.....	4
Access to Equipment.....	4
Timing, Quantity and Procedures Regarding Equipment Reservations.....	5
NCTV Community Bulletin Board.....	5
Series Scheduling.....	5
Editing, Post-Production & Media Management.....	5
Income Generation.....	6
Equipment Use, Care and Management.....	6
Prohibited Content.....	6
Producer Conduct.....	7
Unacceptable Behavior.....	7
Violation Penalties.....	7
Indemnification.....	8
Volunteer Training.....	8
ISAAC.....	8
NCTV Member Performance / Visual Arts Release.....	8
Acknowledgement of Receiving NCTV’s MB.....	9

Nantucket Community Television Member Benefits and Responsibilities Handbook

This Member Handbook is a living document: it is one that will change. The intent of this document is to provide NCTV members with rules that are reasonable, clear, and impartial.

Nantucket Community Television:

9 Bayberry Court Nantucket, MA 02554
Phone: (508) 901-5499
Email: info@nctv18.org
Website: www.nctv18.org

NCTV Hours of Operation:
Tuesday – Friday 10:00 a.m. – 6:00 p.m.
Saturday 10:00 a.m. – 2:00 p.m.
Monday By Appointment Only

Mission Statement

“To inspire the Nantucket community to explore ideas, share information, and highlight the island’s people, stories and culture through television and online programming.”

NCTV operates a community media center that includes a video production facility, and Public, Educational, and Government access on Nantucket (Comcast Channel 18).

NCTV Member Benefits and Responsibilities Handbook

Benefits:

- Members enjoy a nominal membership fee.
- Members may attend NCTV's classes on video production, studio production, editing as well as training in related topics and related workshops.
- Members enjoy access to NCTV production facilities and equipment to produce programs for cablecast on NCTV.
- Members may reserve channel time on NCTV channel 18 for cablecasting.
- Members may utilize NCTV 's digital community bulletin board.
- **Membership Categories and Dues:**
- Students / Seniors - \$25/yr
- Individual - \$60/yr
- Family - \$100/yr
- Non-Profit Organization - \$125/yr
- Business - \$265/yr
- All membership dues are non-refundable.

Role of NCTV Staff

Successful public access programming depends on the participation by many active, trained volunteers who use video communication tools in order to independently reflect their ideas. Because of this, as well as limited staff time, NCTV cannot provide production services for community members or organizations. Staff will assist community members in assembling production crews from among trained and qualified community volunteers. Community organizations and members planning to do programs on a regular basis are encouraged to form a television production committee, which NCTV will then train. However, NCTV staff is available for hire if need be.

Rules & Responsibilities:

I. Access to Equipment

- Certification must be achieved to use each type of equipment NCTV has to offer.
- Anyone utilizing NCTV equipment must be oriented to the philosophy of access, as set forth in the NCTV Operating Policies and Procedures Agreement and producer's contracts.
- Programs produced with access equipment and facilities must be cablecast on the access channel and NCTV has the right to premiere prior to personal use.

II. Timing, Quantity and Procedures Regarding Equipment Reservations

- Reservation times are as follows:
 - After 12:00 noon - Pick up time for reserved equipment
 - Before 12:00 noon – Return borrowed equipment
- Normally equipment may be used for no more than 24 hours or one weekend unless the Executive Director or Senior Producer grant permission.
- Only one camera is allowed to be used per person per weekend, unless approved by the Executive Director or the Senior Producer.

III. NCTV Community Bulletin Board

- Individuals and non-profit organizations of Nantucket may use the digital bulletin board to publicize their activities and events.
- Please email for details about posting a new community bulletin board announcement, and/or promotional announcements for your television show.
- NCTV reserves the right to edit, re-format, and/or refuse any message.

IV. Series Scheduling

- Regularly scheduled “series” time slots will be allocated based on availability at the discretion of staff provided ample time remains available for other community programming requests.
- If a series producer fails to produce new original programming for more than two consecutive “time slots” or regularly fails to have the program ready for cablecast, the time slot may be reassigned to other users.
- It is recommended that the producer have at least two-three programs completed before submitting to NCTV for a series consideration.

V. Editing, Post-Production & Media Management

- It is recommended that NCTV members purchase an external hard drive that will store your productions as well as an SD card for camera recordings.
- Community producers are responsible for their own media. NCTV is not responsible for archiving.
- If a user requires staff assistance during an edit session, this assistance must be requested when the editing time is scheduled.
- Producers may schedule a maximum of one two-hour session a day.
- NCTV’s individual staff names are not permitted for usage on any productions. You may thank NCTV in your credits.
- NCTV’s logo shall not be used in any part of the program, or in any promotional material.
- Anyone who produces programming using NCTV facilities and equipment retains ownership of the copyrights to that program.

VI. Income Generation

- NCTV production equipment and facilities are to be used as a forum for community communication.
- NCTV equipment and facilities are to be used for producing programs for cablecast on NCTV channel 18.
- NCTV equipment, facilities and technical support are not to be utilized as an income-generating source by community producers.
- No commercial content is allowed on the public access channel. Commercial content includes, but is not limited to, product placement, advertisements of goods or services of for-profit entities, qualitative or comparative descriptions of products or services, or testimonials for the purpose of commercial exploitation.
- If subsequent use of any media produced at NCTV or utilizing NCTV's equipment generates income, that income must be shared with NCTV on a percentage basis, negotiated upon with NCTV Executive Director.
- Before making any solicitation for program funding or sponsorship, you must meet with the Executive Director regarding your plans. The Executive Director will review with you the policies and procedures governing underwriting/grant solicitations. No solicitations may be made on behalf of a program unless NCTV has given prior written approval.

VII. Equipment Use, Care and Management

- Please return NCTV equipment in the same condition that you have received it.
- Remove SD card, microphone & tripod plate from camera upon returning.
- Camera cables should be coiled appropriately and batteries should be removed from the camera and fully charged upon returning.
- Equipment may not be kept in the car overnight, or exposed to elements that could cause equipment failure.
- All equipment defects, damages, and/or problems must be reported to NCTV staff upon check-in.
- Users are responsible for damage due to theft, negligence or abuse while the equipment is checked out to them. All fees in connection with repair or replacement must be paid in full or a payment schedule agreed upon before any further equipment use will be allowed.
- NCTV reserves the right to revoke certification if, in the opinion of NCTV staff, an individual is unable to demonstrate sufficient working knowledge of the equipment or fails to demonstrate an attitude of respect and care for NCTV equipment.

VIII. Prohibited Content

- All programs that violate trademark, copyright, or publicity rights prohibited by applicable law(s).
- Any programming that includes advertising or a call to action;
- Any material which constitutes libel or slander;

- Any obscene material or pornography;
- Any unauthorized use of copyrighted material or publicity rights, or invasion of privacy.
- Any material in violation of FCC regulations and;
- Any material, which violates local, state, or federal law.

IX. Producer Conduct

- No one will be allowed to operate equipment or remain at NCTV facilities while exhibiting unacceptable behavior.
- Proper respect and care of the equipment must be maintained at all times.
- Programs produced utilizing NCTV equipment are for non-profit, non-commercial purposes only.
- If subsequent use of any media produced at NCTV or utilizing NCTV's equipment is intended to generate income, all equipment and studio space must be rented outside of the terms or membership protocol.
- No member will install or delete software or rewire or reconfigure any equipment owned or provided by NCTV.
- In keeping with the station's goal of maintaining a neutral and productive workplace and community facility, no solicitation is allowed on NCTV property, except with the written approval of the Board of Directors. This rule shall apply to all station staff, members, visitors and guests.
- Pets and non-service animals may not be brought into the access center without the approval of the Executive Director or Senior Producer.
- No eating or drinking is allowed around NCTV digital equipment.
- Personal business and cell phone use should be kept to a minimum.
- NCTV telephones and office machines are for NCTV staff use.

X. Unacceptable behavior includes but is not limited to

- Improper equipment use.
- Abusive language or actions, as determined by NCTV staff.
- Harassment or intimidation of staff, members, guests, volunteers or board members.
- No-shows on equipment reservations, classes and appointments.

XI. Violation Penalties

- Violations of NCTV policies will be audited at the discretion of the Executive Director with the penalty ranging from a verbal warning to permanent suspension.

XII. Indemnification

- Any user of the NCTV facilities, equipment and/or channel time shall indemnify and hold harmless Nantucket Community Television, its officers and staff, and the island of Nantucket against any and all liability claims arising out of the breach of the “Community Access Agreement”.

XIII. Volunteer Training

- Members of NCTV have to opportunity to get real-life experience through our volunteer program.
- Volunteers will go through hands-on, in-depth training to further enhance their video production craft.
- Volunteers who have successfully completed 100 hours of video training by NCTV may be eligible for work for hire.

XIV. MY ISAAC

- All members of NCTV are required to register to our ISAAC and create a username and password, which can be done through nctv18.org.
- ISAAC will give all NCTV members the opportunity to request and reserve equipment and facility space as well as sign up for upcoming classes and log volunteer hours.

XV. NCTV Member Performance / Visual Arts Release

- All members of NCTV to give consent to permit Nantucket Community Television, Inc. (NCTV, Inc.) to transmit or to record on film, tape, or otherwise, your voice and/or picture, name, likeness or performance / visual art / musical composition for single or multiple performances, and to permit said NCTV, Inc. to supply recordings thereof to other Broadcasting / Cablecasting Organizations or similar and to consent to further broadcast, cablecast, or other use thereof without limit. This consent also extends to the use of my name and/or likeness, any portion of my performance / visual art / musical composition, and biographical information about me in publicizing or promoting such cablecasts or other uses of my artwork in one or more television program(s) disseminated by Nantucket Community Television, Inc.

Possession or use of any illegal substance, drugs, alcohol, firearms or lethal weapons is strictly forbidden. Smoking is not permitted anywhere inside or outside on NCTV Property.

**ACKNOWLEDGEMENT OF RECEIVING NCTV'S
OPERATING POLICIES AND PROCEDURES AGREEMENT**

By signing below, I acknowledge I have RECEIVED and read the NCTV Member Benefits and Responsibilities Handbook and read the NCTV Operating Policies and Procedures Agreement and state that:

1. I understand the policies as written;
2. I agree to abide by the policies and understand that failure to do so may result in suspension, revocation of all privileges, or expulsion from Nantucket Community Television.
3. I sign the document of my own free will.

Signed

Date