



QUINCY TELECOMMUNICATIONS CORPORATION, INC.

QUINCY ACCESS TELEVISION

POLICIES AND PROCEDURES FOR MEMBERS

I. Mission Statement:

The Quincy Telecommunications Corporation, Inc. was formed in 1996 to serve the communication needs of residents, educational institutions, governmental bodies and not-for-profit organizations in the city of Quincy. It is charged with the responsibility of establishing procedures to facilitate and maximize the availability of access channel resources to the residents and institutions of Quincy. Quincy Telecommunications Corporation, Inc. is recognized by the I.R.S. as a 501(c) (3) charitable organization and fulfills its mission in part through Quincy Access Television, by providing training on, and access to, video production equipment and facilities, as well as other communication technologies, and channel/broadcast time on the local cable television system.

II. Membership:

- A. Any person over the age of 18 who resides in the City of Quincy or works for a non-profit organization based in the City of Quincy may become a member of Quincy Access Television (QATV).
- B. In order to gain access to production resources and training, an individual must become a QATV Access Member by:
 - 1. Completing a membership application.
 - 2. Showing proof of Quincy residency, or, if a non-resident, providing a letter from his or her Quincy-based organization or employer.
 - 3. Paying an annual membership fee or, if authorized, providing in kind office or studio work.
 - 4. Attending an orientation session, completing basic studio and portable workshops, and passing appropriate certification examinations.
- C. Non-residents may become Organizational Access Members if they are affiliated with a non-profit organization based in Quincy: as producer of programming specifically for or about that organization or as crew for their organization's production or productions produced by other Access Members. To become an Organizational Access Member, an individual must complete the same procedures as those for Quincy Resident Access Members as cited in II: B: 1-4.

III. Programming Delineations:

- A. Access channels shall be operated on a non-commercial basis, except where sponsor identification of programs is appropriate and in compliance with QATV/QTC policy. As used herein, "commercial" shall mean any scene and/or dialogue, which are designed to motivate or encourage people to a transaction.
- B. Programming on access channels shall be limited to the following: non-commercial informational and documentary shows; legal, educational, medical or counseling shows; non-profit arts and entertainment shows; shows involving interviews of publicly elected officials or duly-registered candidates for public office; sporting events and public service announcements.
- C. Informational Shows utilizing commercial products for the purpose of instruction (e.g.: sporting equipment, computer software, hardware) may be used on air, but no specific information on price, phone numbers or retail locations will be permitted.
- D. Legal, medical or professional counselor shows may include organizational telephone numbers or addresses, (e.g. American Bar Association, American Medical Association) but may not advertise the lawyer, physician, medical provider or other professional's phone number or address.
- E. Non-Profit Arts and Entertainment: Attractions, performances and events may be mentioned, but only as to name, location, date and time. No phone numbers or box office prices may be given.
- F. Public Officials and Political Candidates: Any official holding a publicly elected office or any officially registered candidate for a publicly elected office may appear on local access programming. Political officials are subject to the same rules and procedures as all other users of the QATV access channels. Guidelines will be distributed to candidates upon filing of nomination papers in the office of the City Clerk and may be obtained at any time through the office of the Executive Director. Appearances must adhere to FCC mandates and may not be used for campaign fund raising. There will be no broadcast of any programming endorsing a particular candidate after 5 p.m. on the Sunday prior to Election Day.
- G. Public Service Announcements: PSAs will be shown on a space available basis and must be received and approved by the Executive Director at least two weeks in advance of the desired cablecasting date or period. All PSAs must be labeled with stop and start cablecasting dates and the name, address and telephone number of the person submitting the announcement. PSAs will not be returned by mail unless a self-addressed mailer with adequate postage is provided.

IV. Program Proposals:

- A. Access members wishing to produce original QATV programming, defined as any program containing material produced for primary broadcast on QATV channels, must submit a written Program Proposal, on QATV forms, to the Executive Director and Programming Committee of the QTC Board of Directors for approval. The proposal shall be signed by the instructor, certifying that the member has met all requirements necessary for successful completion of the program outlined in the proposal. The Access Member may also be asked to present the Program Proposal before the Board.

- B. Program Proposals are reviewed on a monthly basis by the Executive Director and the Programming Committee of the QTC Board of Directors.

V: Programming Procedures:

- A. Scheduling requests for broadcast time must be included in the Program Proposal and will be processed on a first-come, first-served, fair and equitable, non-discriminatory basis, subject to the availability of cablecasting equipment and channel time, and following review and approval of the Program Proposal or as approved by the Executive Director.
- B. Application for program broadcast time on a designated access channel is open to any member who:
 - 1. Files a Program Broadcast Request Form at least four weeks in advance of the proposed airdate.
 - 2. Files appropriate release forms from talent and all individuals associated with the program prior to broadcast.
 - 3. Signs a Program Indemnification Agreement prior to broadcast.
- C. Scheduling requests for "series" programming, i.e. weekly or monthly shows, will be honored provided all of the following conditions are met:
 - 1. The material is produced locally by a QATV Access Member(s).
 - 2. Scheduling request, complete with titles and program descriptions, are submitted to the Executive Director at least six weeks in advance of broadcast.
 - 3. The user has new footage and information on a consistent basis.
 - 4. A trained and certified production crew is available.
- D. Programming of more than one hour in length must be approved.
- E. All programs will be cablecast no more than twice within a given week.
- F. First-run programs have priority over reruns.
- G. Programs previously cablecast on QATV may be rerun on request, but not more than five (5) times within a given year.
- H. Quincy Access Television reserves the right to deviate from these procedures in instances of unscheduled, spontaneous "news" events, or where otherwise warranted by extraordinary circumstances.

VI. Prohibitions and Clearances:

- A. Users of QATV access television channels and program producers are fully responsible and legally liable for the content of all program material.
- B. The following material is prohibited:
 - 1. Any material that is obscene, libelous, slanderous or an unlawful invasion of privacy.
 - 2. Any material that violates state or federal law relating to obscenity.
 - 3. Any material or activity that is prohibited by local, state or federal laws, regulations, procedures or policy.

4. Any material designed to promote the sale of commercial products or services.
 5. Any materials protected under United States trademark, copyright (or publicity rights) or other applicable federal law.
 6. Any lottery information.
 7. Any material that represents a threat to local, state or national security.
- C. Users shall inform the Executive Director, in writing as part of the Program Proposal, of any child-sensitive material included within a broadcast and appropriate warnings shall be placed at the beginning of the program: scheduling of such programming will be at a time deemed suitable for adults by the Executive Director.
- D. In the event a producer submits a program which is, or may be, deemed obscene under applicable state and/or federal laws, the Executive Director, or other individuals so identified by the Executive Director, or the QTC, Inc. Board of Directors, may deny broadcast of said programming. If a program has been cablecast and is considered by the Executive Director to have contained material that may be deemed obscene, it will be turned over to the District Attorney for investigation and possible further legal action.
- E. User must obtain, in writing, and produce upon request, all necessary approvals, clearances, licenses, etc. for the use of any program material which the user cablecasts, including, but not limited to, broadcast stations, networks, music licensing organizations, performer's representatives, and any and all other persons as may be necessary for authorization to cablecast program material.
- F. A parent or guardian shall execute the necessary assurances and authorizations concerning the appearance of any minors on any cablecast programming. Such parent or guardian shall complete an Indemnification Agreement and shall bear full responsibility for any liability resulting from the broadcast appearance of a minor.

VII. Equipment and Facilities:

- A. Quincy Access Television members must reserve portable production, post-production and studio production equipment and facilities, for which they are certified, as part of the Program Proposal. All reservations will be honored on a first come, first served, non-discriminatory basis.
- B. The privilege of using QATV facilities and equipment shall be given to those persons who have met the following qualifications:
1. Member in good standing of Quincy Access Television.
 2. Member that has taken and completed appropriate training and is certified on the equipment requested.
 3. Completed Program Proposal submitted to the Executive Director and approval for that proposal.
 4. Have a scheduled broadcast date for the production, and secured editing time and equipment for the production's completion.
 5. Submit an equipment reservation form, which will be reviewed by the staff. Staff review will consist of, but may not be limited to, the following:
 - a. type and amount of equipment available
 - b. member's experiences and certification
 - c. specific production needs/time requirements

- d. equipment repair schedule
- e. weather considerations
- f. completed Indemnification Agreement

- C. Equipment may be borrowed for periods of 24 hours during the week, or 72 hours over a weekend. Requests for longer periods must be made at the time of the reservation and will be subject to the discretion of the Equipment Coordinator.
- D. Bookings are limited to 2 uses, per program, in any given week.
- E. Equipment must be picked up and returned during hours as established by the Executive Director.
- F. It is the responsibility of the person to whom the equipment is signed out to be sure all requested equipment is complete and in good working order before leaving QATV's facility.
- G. Users are responsible for any loss or damage due to negligence or abuse while the equipment is in their custody.
- H. Users are responsible for notifying staff, in writing, on forms provided, of any equipment problems, malfunctions or damage arising while in user's custody.
- I. Equipment must be returned at designated times, in the same condition as when released to the user, and checked in with the Equipment Coordinator.
- J. Certified users may not borrow additional equipment until all previously borrowed equipment is returned clean, properly packed and in good working order.
- K. Equipment may not be taken beyond the geographic limits of the City of Quincy, without specific written authorization of the Executive Director.
- L. User may not alter van or studio schematics, or "open" or otherwise attempt to repair any piece of equipment; such action will result in loss of privileges and the user will be held responsible for all loss or damage resulting thereby.
- M. It is required that studio time, equipment, and/or portable equipment be reserved at the time the Program Proposal is submitted. Failure to claim an equipment reservation within thirty (30) minutes of the scheduled time will result in staff reallocation of the facility and/or equipment so reserved.
- N. Failure to cancel an equipment reservation without 24 hours advance notice will result in a fine of ten dollars (\$10.00) Failure to return equipment at the designated time will result in a fine of \$10 per hour, for every hour, or part thereof, beyond the designated time. An Access User may not use any QATV facilities or equipment until all fines are paid.
- O. If available, users may purchase media from QTC at the then current QTC rate.
- P. QATV facilities and equipment may, at the discretion of the Executive Director, and based upon availability, be available for production of non-broadcast programs. Rental charges for the use of equipment and facilities for the production of non-broadcast programs will be at the then current QTC rate.

VIII. Cablecasting Procedures:

- A. All media must be clearly labeled with the following information:
 - 1. Producers name
 - 2. Title of program
 - 3. Length of program
 - 4. Audio specifications (Ch. 1 or 2)
 - 5. Cue in/cue out times

- B. The beginning of all cablecast programs must have this standard format, in the following order:
 - 1. 30 seconds of color bars and tone
 - 2. 10 seconds of standard black
 - 3. 10 second academy leader or countdown

- C. The end of a cablecast program must have the standard format in the following order:
 - 1. Credits listing the names of all individuals involved in the creation and broadcast of the program, subject to confirmation by QTC.
 - 2. All original programming produced with or through QATV/QTC facilities and equipment shall include Quincy Telecommunications Corporation credit stating: 'The preceding program was made possible through the Quincy Access Television facilities or Quincy Telecommunications, Inc.'
 - 3. Date of production/copyright date.
 - 4. 60 seconds of standard black.

- D. Mastered programs owned by the user must be picked up within ten (10) days. After ten (10) days, QATV assumes no legal responsibility for programs and may destroy or discard same.

- E. Access staff reserves the right to withhold cablecasting of programs that do not meet technical standards.

- F. Programs prepared outside of the QATV Access Television facilities will not be cablecast without full disclosure of content and pre-screening. (See XI: Bicycled Tapes.)

IX. Ownership and Remuneration:

- A. A program producer has full rights to programs produced and cablecast at QTC/QATV, provided fair credit is assigned to all participants in said productions.

- B. Quincy Telecommunications Corporation, Inc. shall be notified, in writing, of any subsequent use or sale of any produced and cablecast programs with QTC/QATV facilities if the producer receives any profit or remuneration; and QTC must be reimbursed for equipment and facilities rental at the then current QTC rates.

- C. Programs produced by Access Members in conjunction with QATV Access Staff shall be jointly owned.

- D. Programs produced by Access Staff shall be owned by Quincy Telecommunications Corporation, Inc.

X. Program Underwriting:

- A. Any individual or corporation submitting a program which is supported in any manner by a grant or underwriter must notify the Executive Director at the time the Program Proposal is submitted of all details surrounding the grant, underwriter or sponsor.
- B. Underwriting for programs must be for goods and services or in kind contributions that aid in developing and improving that program. Using the model of the Public Broadcast Corporation, credit for underwriting will be similar to the following: "Goods/ services used in the production of this program were made possible by (Company name)" Credits will be shown before and after the program.

XI. Bicycled Programs:

Bicycled programs shall be defined as programs produced outside of the QATV/QTC Access facility, with equipment other than that provided by the Access facility "Bicycled programs" shall be accepted for broadcast on the following basis:

- A. Bicycled programs must be submitted by a current Access User. The Access Member must submit a Program Proposal, which will be subject to the same review and approval procedures set forth by the Programming Committee, as any other production.
- B. The Program Proposal shall be a record maintained by QATV and available upon request to the public for inspection and review.
- C. Locally produced programs shall receive priority broadcast scheduling. Because of the need for flexibility in scheduling, there will be no guarantee of dates, times or broadcast.
- D. Program must be strictly non-commercial in nature.
- E. Technical and production quality must meet standards set by QTC.
- F. The production shall meet all criteria set forth in section VIII: Cablecasting Procedures.
- G. Bicycled programs of a special event nature may be aired at the discretion of the Executive Director.
- H. Bicycled programs are not eligible for regular series programming.

XII. Electronic Community Bulletin Board

- A. Messages may be submitted by Quincy-based non-profit agencies and organizations, not by individuals.
- B. Messages should be submitted no less than one week before they are scheduled to run on the channel, and they must include a start and stop date.
- C. Messages will begin as soon as possible and run as long as necessary.
- D. Organizations wishing to have their message run longer than one month must update QATV monthly to request that the message continue.

XIII. Resolution of Disputes:

- A. When a dispute or disagreement arises between a potential or actual Access User or program provider and QTC/QATV, the following procedure shall be followed:
1. Meeting with the Executive Director: The producer or program provider shall request, in writing, an appointment with the Executive Director of QATV. This meeting shall take place within 14 days of the request and a written decision on the matter shall be mailed to the producer or program provider within 7 days of the meeting.
 2. If the program producer or provider wishes to contest the decision, he/she may request in writing, an appearance before the Grievance Committee of the Quincy Telecommunications Corporation, Inc., Board of Directors, which shall be granted at the next regularly scheduled meeting of the board, and shall include presentations by the program producer/provider and QATV access staff. The decision of the Committee shall be mailed to the program producer/provider within 7 days.
 3. If that decision is not acceptable to the program producer/provider, he/she may request, in writing, a review by the full QTC Board of Directors at its next regularly scheduled meeting. The decision of the Board will be final and notification as to the dispute's disposition will be made to the program producer/provider and Access Staff within 7 days.

XIV: General Rules:

- A. A user must identify him or herself to all third persons involved in any way in a production as an Independent Producer, not as an employee or a representative of QATV or Quincy Telecommunications Corporation.
- B. A user may not give out either the QATV or QTC telephone or address as a contact location for the user.
- C. User privileges will be rescinded for:
1. Non-compliance with any QATV/QTC operating rules or procedures.
 2. Behavior that is detrimental to QATV/QTC.
 3. Disregard of FCC rules or those of any local, state or federal laws, regulations or statutes.
 4. Loss or damage of equipment.
 5. Unauthorized commercial use of facilities or equipment.
- D. Members are expected to clean up each time they use QATV facilities. No animals are allowed in the facility except for Seeing Eye dogs or as part of a production. Food and beverages are allowed only in designated areas. QATV office equipment, supplies and furniture may not be used for sets or production meetings.
- E. QATV/QTC staff reserves the right to refuse the use of its equipment and facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes with the orderly conduct of business.
- F. Users of the access channels shall indemnify QATV and Quincy Telecommunications Corporation, Inc. and its employees, against any and all liabilities arising out of any use of facilities and resources or out of breach of the Policies and Procedures.

XV. Amendments:

- A. As amended by the QATV Board of Directors in their meeting in March 2006:
Producers using QATV's editing systems must have their projects completed within two weeks. After two weeks, footage and/or files may be deleted from the editing system. Written requests for extensions may be granted by the Operations Manager, as space and time allow.

- B. As amended by the QATV Board of Directors in their meeting in November 2006:
When producing live call-in shows, the following procedures must be followed:
 - 1. All calls must be answered 'off air' so that the producer may obtain the callers' names and phone numbers.
 - 2. For a call to be taken 'live' on QATV the producer or designee must call back the individual who wishes to talk.
 - 3. Producers must maintain logs of names and phone numbers who are called in participants (names & numbers shall remain confidential to producer unless required by a court order or legal action).

- C. As amended by the QATV Board of Directors in their meeting in November 2006:
QATV reserves the right to cablecast programs with excessively violent material, offensive language, nudity or sexually explicit material after 10:00pm and before 6:00am in order to preserve a safe haven for viewing "by all audience members."

QTC, Inc. reserves the right to amend and revise QATV Policies and Procedures.

June 4, 1997

Revised February 4, 2004

Revised February 23, 2005

Revised December 29, 2006

December 2006

QUINCY TELECOMMUNICATIONS CORPORATION, INC.

QUINCY ACCESS TELEVISION

User Acceptance of QATV Policies and Procedures

I _____, have read and understand the QTC, Inc. "QATV Policies and Procedures" and agree to abide by all regulations and requirements set forth in this document.

I understand that failure to adhere to these "Policies and Procedures" may result in forfeiture of all membership privileges and/or financial responsibility.

Signed: _____

Printed Name: _____

Date: _____

Witness: _____