

Yellow Springs Community Access - Channel 5 Station Rules

(how to use your public access station)

Mission Statement

The mission of Yellow Springs Community Access (YSCA) is to work with local government, community members and community organizations to create and cablecast programs that promote a sense of community and celebrate individual expression, local achievements, learning, cultural exchange, and civic engagement.

About Yellow Springs Community Access

YSCA provides the residents of Yellow Springs access to the cable communications system, in accordance with the provisions of the franchise agreement between the Village of Yellow Springs, Time Warner, and Federal law. The operation of the station is under the direction of the Yellow Springs Community Access Panel (CAP), which is appointed by and also advises Village Council.

What YSCA provides

- Use of equipment and facilities for the production of local community programming.
- Training in operating the equipment and producing community programming.
- Facilitation and support, as possible, to help assist community producers to be effective communicators via cable.
- Time on the channel to cablecast programs by, for or about the Yellow Springs community.
- Cablecast of government meetings and community announcements.

How Yellow Springs Community Access operates

YSCA operates under these rules and procedures aimed at encouraging the broadest participation by community members. Village government, Village Council, the CAP, and the station are equal opportunity organizations.

A volunteer Station Manager is responsible for the day-to-day activities and functions of YSCA operations but many functions are formally delegated to other volunteers. More information about the Station Manager and other positions can be found in the Station Manager Position Description.

All CAP and station meetings are open to the public and input is welcomed. The CAP meets on the third Thursday of every month at 7:00 PM in Council chambers in the Bryan Center. Often there is an informal meeting of station staff to discuss station operation afterwards. The YSCA holds office hours there from 10 AM to noon each Saturday.

The channel has no paid staff (other than an occasional Miller Fellow from Antioch College), so volunteers *are* the organization, and the opportunities for volunteers are plentiful. There is an informal network of producers who share help, knowledge and experiences about creating content for the station. You can assist in panel, station, or group activities including training,

production, camera operations, editing, writing, directing, acting, engineering, and more. Not only will you be contributing your time, knowledge, and interest to a unique community resource, you'll have a good time doing it. YSCA is an exciting and creative place to be.

Use of YSCA facilities and equipment

Any permanent resident of Yellow Springs may qualify. Others in the viewing area may be eligible with a resident sponsor but Yellow Springs residents have priority. You must be 18 years of age or older, however, an adult may co-sign for a minor but must assume responsibility for all aspects of the minor's activity.

Application

Residents wishing to participate must complete an application form, which lists contact information and interests. Members may be asked to help others in producing programs and helping at the station.

Training

You must be trained by YSCA on any equipment being checked out or used. And if you have not produced anything for a while, or there is new equipment you have not used, YSCA reserves the right to insist on retraining before the equipment is checked out.

YSCA will teach users about the portable equipment for capturing scenes and the editing equipment needed to prepare content for cablecast.

YSCA is an associate member of the Miami Valley Communications Council (MVCC) which offers many classes including using cameras and editing video.

Rules of Portable Equipment use

- Reservations for portable equipment should be made at least 24 hours in advance. This can be done on the calendar on the wall. The maximum time allowed for a portable equipment reservation is 48 hours. Equipment should be returned when it is not actively being used, so others can use it. Exceptions may be requested from the Program Director or the Station Manager.
- Taking out equipment must be done when there is a trained volunteer at the station to check the equipment out. At that time, the volunteer and producer will review the equipment and make sure everything is in good and working order and document the loan.
- All equipment borrowed must stay within a 25 mile radius of the Village of Yellow Springs. Exemptions must be approved by the manager or program director.
 - Equipment must be used for preparing a program for cablecast on the YSCA channel only. A checkout form must be used to document the equipment and materials borrowed and returned.
- Shortly after return of the equipment, the user should have a program to give the station for cablecast. If there are editing difficulties, contact the station for help.
- The producer will be held responsible for damaged or lost equipment.

Program Content

Each producer has complete creative control of the content of each program. YSCA does not preview programs for content (censor) nor exercise editorial control, except in the situation where it has actual and credible notice of probable illegal content. The staff may preview for technical reasons.

All programs must clearly identify the title, date, and producer of the program at the beginning and/or the end.

Program Restrictions

Presentation of the following materials is specifically not authorized and may subject the producer or other responsible party to criminal prosecution or civil liability as well as disqualifying him/her from further use of the station:

- Advertising material designed to promote the sale of products or services or lottery.
- Unauthorized copyrighted material.
- Obscene or indecent material.
- Deliberate misinformation that may result in harm to any individuals.
- Material that defames any racial, ethnic, sexual, age, disabled, or religious group or any individual member of such group.
- Any advocating of violence, or words that are likely to invoke violence.
- Slandorous or libelous materials.
- Any noncompliance with applicable federal, state and local laws and regulations.
- Political endorsement or advertising by or on behalf of candidates for public office, political party or advocacy group, or on behalf or against issues on the ballot. Broadcast of advocacy concerning candidates and issues on the ballot will be limited to formats such as debates and forums sponsored by non-partisan groups.

Credit to funding sources may only be given at the ending of the program using a statement like "This program was made possible, in part, through the assistance of . . ."

Technical Requirements for Programs

Programs submitted for cablecast should be formatted as S-VHS or VHS tape, as playable DVD, or MPEG2 files on CD, DVD, or USB drive. Files on a camera with internal storage may be submitted, but should be transferred to other media for editing or upload. We may be able to convert other formats. Program media should be of good technical quality:

1. Audio level should be near peak supported by the media and have reasonable clarity.
2. All programs should begin within the first 3 seconds.
3. For maximum compatibility, MPEG files, and DVD-VIDEO disks should have the following characteristics:
 - file names no longer than 10 characters, with **no spaces or special characters other**

than underline. Use the **.mpg** extension.

- container format: elementary **MPEG-2 Program stream** (not Transport stream)
- frame rate: **29.97** pictures per second
- video bit rate: 1.5 Mb/sec min., **7 Mb/sec max.**, Prefer Variable rate.
- aspect ratio: **NTSC 4:3**
- video resolution: Full (**720 horizontal x 480 vertical**) or half (**352 x 480**)
- Audio encoding: **MPEG Layer 2 (MP2)**. Linear PCM or AAC (Dolby) can be converted but we should be notified.
- audio sample frequency (rate): **44.1 or 48 KHz**
- audio bit rate: **224 or 192 Kb/sec**

Submitting Programs

Programming may be dropped off in the basket in the lobby of the Bryan Center; or mailed to Village of Yellow Springs, 100 Dayton St., Yellow Springs OH 45387 Attn: Yellow Springs Community Access. Videotapes or disks must be submitted in an enclosed case.

A completed Program Release form stating the **program title, program run-time, and name, address and telephone number of Yellow Springs resident submitting media** must accompany all programs submitted.

Videotapes, DVDs or other media will be available for pick-up within ten business days after the program is first aired. Any media unclaimed after 30 days will be archived, recycled, or discarded at the discretion of the staff. The station is not responsible for loss or damage of videotapes or disks. If station media was used for the master, the producer may make or purchase a copy at cost.

Program Scheduling

Live and rebroadcast programs of local government meetings receive top priority for scheduling cablecast time. Programming produced and submitted by residents or organizations of Yellow Springs is the next highest priority. Programming produced by a citizen or organization of another community, about Yellow Springs or of special interest to the community but sponsored (submitted) by a citizen or organization of Yellow Springs will receive the next highest scheduling priority. Otherwise, applications will be processed and scheduled on a nondiscriminatory basis to ensure that no one person or organization monopolizes cablecast time to the disadvantage of others. We often air programs produced by other public access stations. YSCA reserves the right to schedule programs at times appropriate to best serve the community.

Program and Media Rights

Ownership, copyrights and content responsibilities belong to the producer of the material. However, YSCA reserves the right to cablecast any program or any portion of a submitted program at anytime. The staff will not duplicate a community producer's program for anyone other than the producer without his/her permission.

Responsibilities of the Producer

All access users are fully responsible for the content of their programs. The producer is responsible for obtaining all clearances for use from the owner of any copyrighted or protected material, including music licensing organizations, program distributors, and any other persons necessary to authorize transmission of program material on the access channels. (Time Warner has agreements with the 3 music licensing agencies.) The producer is responsible for securing all talent releases and ensuring the cablecasting of the program does not violate the rights of any third party. The producer of programs dealing with political candidates and/or issues is responsible for complying with all local, state, and federal election laws. All Community Access users shall indemnify and hold harmless the Village of Yellow Springs, its officers, officials, boards, commissions, agents, volunteers and employees from any and all liability, damage, injury, judgment, including cost of defending claims (including attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, State or local government, or rules or regulations of the Federal Communications Commission, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, service mark or image, or for any other injury or damage in law or in equity claimed as a result of, or from, or connected with access user's use of access channel time. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on Community Access channel time.

Community Bulletin Board / Announcements

Between scheduled video programming the channel cablecasts announcements of non-profit, community-related events and services. A brief textual message will be cablecast on an automatic, rotating basis, for several days prior to the event.

No commercial products or services may be advertised.

Announcements of non-profit events that charge an admission fee can state it in the body of the announcement.

Announcements of for-profit events of general interest to the community that charge an admission fee can state in the body of the announcement that a fee will be charged but not specify the amount.

Forms for announcements are available in the Brian Center lobby and on the yso.com website. Announcements may be dropped off in the Bryan Center basket below the forms, mailed to Village of Yellow Springs, 100 Dayton St. Yellow Springs, OH 45387 Attn: Community Access or submitted by e-mail to communityaccess@gmail.com.

Alternately, picture files of the announcement may be prepared in computer programs such as Powerpoint or Paint and sent as an e-mail attachment, dropped off in the basket, or sent by US mail on floppy disk or CD. Files should be in .jpg format and should be between 10 and 100 kilobytes in size. The shape is best at 4:3 width to height ratio (ie. 800 x 600 pixels) with plenty of space around lettering as some TVs crop the view. File names may contain no spaces or special characters other than underscore.

Staff may edit messages to fit the limited space on the screen. Remember the 5 Ws; (Who?, What?, When?, Where?, Why?)

Complaints or Comments

Citizens wishing to file a formal complaint may do so in writing. The complaint will be forwarded to the producer or sponsor of the program, who will be responsible for addressing the complaint. If the station receives a complaint that a cablecast has violated a criminal law or administrative rule related to the content, the station will notify the appropriate law enforcement agency and suspend future cablecast of the program until the law enforcement agency has resolved the legality of the material.

Producers with a complaint should try to resolve the problem with the Program Manager first. If unsuccessful, try to resolve the problem with the Station Manager. Third, you may address the CAP in writing. You will then be invited to address them at the next scheduled CAP meeting.

Website

Forms, instructions, and the program schedule are available on the village website at:

yso.com and cap.yso.com