

Revision 2/23/09

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ACCESS OXFORD, INC.

4 Maple Road · PO Box 444 · Oxford, MA 01540 · (508) 987-6930

Policies and Procedures

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Mission Statement

The Board of Directors, Staff, and Volunteers of Access Oxfords' utmost concern is to empower individuals to work together to share their knowledge with the intent to entertain, inform, persuade, and express their view through their democratic right of use of the media for non-commercial free speech.

Our Mission, through providing access to media production training and equipment, is:

“To enhance a community through the use of electronic media”

Introduction

Hours of Operation:

Wednesday 6 p.m. – 9 p.m.

Saturday 9 a.m. – 2 p.m.

Access Oxford, Inc. mailing address:

Access Oxford, Inc.

P.O. Box 444

Oxford, MA 01540

Access Oxford, Inc. is located at Oxford Community Center 4 Maple Road on the second floor.

Equipment Use and Procedures

A. REQUIREMENTS

To obtain the privilege of using the Access Oxford, Inc. resources, a person must:

1. Show proof of Oxford residency or have an affiliation with an Oxford based organization which has become an Access Oxford, Inc. organizational member
2. Sign an agreement to follow the Policies and Procedures of Access Oxford, Inc. as put forth in this document
3. Pay the current membership fee
4. Be 18 years or older *OR*

Be between the ages of 12-16, and have a parent or legal guardian physically present with student *OR*

Be between the ages of 16-18, and have a parental consent form signed and present on file at Access Oxford, Inc.

Equipment Use and Procedures

B. MEMBERSHIP

Annual Membership Fee* (*non-refundable*)

I. Oxford Residents

\$20 for individual member

\$40 family membership

- 4 members in same household
- \$5 per additional family member

\$100 for organizations

- 4 members
- \$15 per additional member

\$10 for students with valid ID

\$10 for senior citizens over the age of 60

II. Non-Oxford Residents

\$24 for individual member

\$44 family membership

- 4 members in same household
- \$5 per additional family member

\$125 for organizations

- 4 members
- \$15 per additional member

\$12.50 for students with valid ID

\$12.50 for senior citizens over the age of 60

This fee includes ability to cablecast programs at no charge, access to workshops and use of equipment, be eligible to receive technical advice from the Access Oxford staff for program production, and have a voting right.

Voting Rights

III. Members have the eligibility to vote at the Annual Meetings under the following guidelines:

One vote per *individual* membership

One vote per *family* membership

One vote per *organization* membership

One vote per *student* membership ages 18 and over

One vote per *senior citizen* membership

* Fee waiver and/or in-kind service per Executive Director's discretion

Equipment Use and Procedures

C. ACCESS OXFORD, INC COURSES

Access Oxford, Inc. courses are offered year round on an on-going basis, and are advertised on Access Oxford, Inc. Community Bulletin Board. Individual instructions are offered to familiarize members with new production resources. Courses are given under the direction of the director.

I. TRAINING

Access Oxford, Inc. offers courses covering basic studio production, field production, editing, and computer graphics. Courses are available on a first-come, first-served basis.

II. CERTIFICATION FOR USE OF ACCESS OXFORD, INC. EQUIPMENT / STUDIO

To become a certified community producer a member must:

- Complete the corresponding course for each piece of equipment, or
- May become certified and bypass classes by either demonstrating proficiency with each piece of equipment or providing a demo reel and letter of reference.

Access Oxford, Inc staff reserves the right to require that a producer take a course to obtain certification.

There will be no training on playback system.

Equipment Use and Procedures

D. EQUIPMENT / FACILITIES PROCEDURES

- I. Equipment and facilities may be used for making programs for cablecast on the Access Oxford, Inc. PEG Channels only. Use of equipment for commercial purposes is prohibited.
- II. Anyone who produces programming using Access Oxford, Inc. access facilities and equipment retains ownership of the copyrights to that program. However, Access Oxford, Inc. retains the master and reserves the right to replay all or part of the program over the channels at its discretion.
- III. Access Oxford, Inc. equipment may only be used by a member of Access Oxford Inc., who has agreed to comply with Access Oxford, Inc. Policies and Procedures, and has completed training pursuant to the policies and procedures. Equipment must be utilized in a safe and responsible manner at all times.
- IV. Users should identify themselves as public access producers and volunteers, not as staff or employees of Access Oxford, Inc.
- V. Users under 18 years of age must have a parent or guardian fill out and sign the parental consent portion of the compliance form, which must be on file at Access Oxford, Inc.
- VI. Users between the ages of 12 and 16 must have a parent physically present with student.
- VII. Producers are expected to keep any equipment, facility, and editing suites reservations and arrive on time for such reservations. Members must give a 24 hour notice when canceling any reserved use of Access Oxford, Inc. facilities, studio, or classes. If a member is more than 30 minutes late without notification and approval, any reservation may be canceled.

- VIII. Do not attempt to repair equipment yourself. Only Access Oxford staff can authorize repair of any kind to the equipment. Any problems with the equipment must be brought to the attention of the staff immediately. The user is responsible for any damage done to equipment by misuse.
- IX. Members are expected to clean up after themselves when using Access Oxford facilities.
- X. Eating or drinking is allowed in designated areas only.
- XI. No animals are allowed in the building without the approval of the Executive Director.
- XII. Any alterations or additions to Access Oxford, Inc. equipment at any time is off limits unless each occurrence is authorized by the Access Oxford, Inc. staff.

Equipment Use and Procedures

E. EQUIPMENT SIGN OUT / RETURN PROCEDURE

- I. All remote equipment must be checked out/in by Access Oxford, Inc. staff.
- II. Equipment must be returned at the time indicated on the equipment check out form and signed back in. If there are any problems with equipment, the user should fill out equipment failure report.
- III. In order to sign out equipment, users must sign all required forms.
- IV. It is suggested that producers set up and test the equipment before leaving. All first time users are required to set up the equipment before they are allowed to check it out.
- V. Members are reminded that equipment must not be left unattended or left overnight in a vehicle.
- VI. Access Oxford, Inc. staff reserves the right to limit the amount of equipment reserved.
- VII. Reservations are made based on availability.
- VIII. Users may not borrow additional equipment until all items have been returned in good working order.

Equipment Use and Procedures

F. EDITING / FACILITY USAGE

- I. A producer must be properly trained in order to schedule and use the editing suites or facilities.
- II. Requests and cancellations for use of Access Oxford, Inc. editing suites or facilities shall be made with the Executive Director.
- III. Users between the ages of 12-16 who wish to schedule the editing suites or facilities must have a parent or legal guardian present.
- IV. Users between the ages of 16-18 who wish to schedule the editing suites or facilities must have written permission from their parent or guardian on file.
- V. Producers are encouraged to limit use of the studio or editing facilities to a 4 hour block of time.
- VI. A time may be reassigned if the producer is more than half hour late, without notification.

Equipment Use and Procedures

G. USE OF THE STUDIO / CONTROL AREAS

- I. A producer must be trained for studio production prior to scheduling use of the studio and control room.
- II. Reservations for the studio and control room should be made with the staff prior to use.
- III. Scheduled studio time should include time needed to set up, break down, and clean up in studio. It is generally good practice to allow at least one (1) hour before and after the time needed to tape the actual production for set up and clean up of the studio.
- IV. Users between the ages of 12-16 who wish to schedule the studio or participate in a studio production must have a parent or legal guardian physically present
- V. Users between the ages of 16-18 who wish to schedule the studio or participate in a studio production must have written permission from a parent or legal guardian on file.
- VI. The producer is responsible for assembling their own crews for the production. Access Oxford, Inc. staff should not be expected to fill in as crew for productions.
- VII. Crew position assignments are the responsibility of the community producer. All studio crew must be trained or approved by the Access Oxford, Inc. Executive Director.
- VIII. Producers who cancel studio time must do so at least 24 hours in advance of the production.

Equipment Use and Procedures

H. VIDEOTAPE AND MEDIA STORAGE

- I. Access Oxford, Inc. will provide one tape for raw footage purposes and one videotape for a program master per project. Additional tapes may be purchased from Access Oxford, Inc by the member at a significant discount from retail cost. Access Oxford staff reserves the right to limit the number of tapes provided to any one member, and also reserves the right to request the return of all raw footage tapes after program completion. Members then have the option to purchase a copy of their raw footage tapes, if they choose for the price noted on page 13 of this manual.
- II. Access Oxford's production equipment is highly sensitive to junk videotape. Therefore, it is a violation of Access Oxford, Inc.'s policy for members to use videotape purchased outside of Access Oxford in Access Oxford equipment. Access Oxford staff reserves the right to confiscate any junk tapes being used in Access Oxford equipment.
- III. Access Oxford members are required to purchase all digital video tape from Access Oxford. This tape is offered at a discount from retail. No digital tape will be given out without payment for that tape.
- IV. Access Oxford requires that members purchase formatted computer disks from the Access Oxford staff. These disks are for use with Access Oxford multimedia equipment only and not for home use. It is a violation of Access Oxford policy for members to bring in disks from home for use in Access Oxford computers.
- V. To avoid computer viruses, members are not to install or download any programs, software, or files on Access Oxford computers. Such action will result in immediate suspension of privileges.

Equipment Use and Procedures

I. COPIES

Any producer who wishes to have a copy of the master tape of their program may make one copy with Access Oxford, Inc, equipment at any time that does not interfere with production. The first master copy is at no cost to the producer.

Any further copies of DVD's or VHS tapes cablecasted on Channel 11 may be purchased for a donation of:

\$10 for Oxford residents with proof of residency

\$15 for non-Oxford resident

Equipment Use and Procedures

J. INSURANCE AND RESPONSIBILITY

Access Oxford, Inc. has an insurance policy for equipment while it is being used by members. Premiums are paid by Access Oxford, Inc. and the policy is in Access Oxford, Inc.'s name. In the event that equipment is stolen or damaged due to negligence and the insurance company honors the claim, the member is responsible for the deductible payment. In the event the insurance company does not honor a claim or a claim is less than the deductible payment, it is the responsibility of the member to reimburse Access Oxford, Inc. Members may ask the board for a determination of negligence. Negligence will be the final decision.

Members are reminded that equipment must not be left unattended or left overnight in a vehicle or in a manner which might damage the equipment. Equipment may not be used in hazardous situations without prior approval of the Access Oxford, Inc. staff. If equipment is stolen, a police report must be filed immediately. Due to insurance coverage, an Access Oxford, Inc. staff member should be informed when equipment is to be taken outside the community. Members covering public meetings which are the responsibility of Access Oxford, Inc. are not responsible for accidental damage of equipment. However, normal care and precautions should be taken with all equipment. Equipment should be returned to the studio after the shoot or locked in a pre-approved designated area at the site of the shoot.

Equipment Use and Procedures

K. VIOLATIONS

Members are encouraged to resolve difficulties on an individual level. If a resolution is not forthcoming, the Executive Director or his/her designee is authorized to issue verbal warnings and suspensions for violations.

Equipment Use and Procedures

L. MAJOR VIOLATIONS

Will resolve in an immediate suspension of membership

These may include, but are not limited to:

- 1 Verbal or physical abuse of staff or other members
- 2 Possession or use of illegal substance (including alcohol) and or weapons on the premises of Access Oxford, Inc.
- 3 Intentional destruction of equipment
- 4 Installation or down loading of any software or file on an Access Oxford computer
- 5 Commercial or profit making use of Access Oxford facilities or equipment

Equipment Use and Procedures

L. MINOR VIOLATIONS

May result in a verbal warning or suspension of privileges

These may include, but are not limited to:

- 1 Misrepresentation to others of member's status or affiliation with Access Oxford, Inc.
- 2 Failure to thoroughly clean up and neatly put away all equipment after using Access Oxford, Inc facilities
- 3 Having food or drink in non-eating areas
- 4 Handling off-limit equipment, i.e., playback equipment
- 5 Use of equipment without staff permission
- 6 Late pick up or return of equipment without notification and approval
- 7 Smoking in Access Oxford, Inc. facilities
- 8 Attempted repair of equipment
- 9 Use of any non-authorized videotape in Access Oxford equipment
- 10 Rowdiness or horseplay while in the facility, or creating any disturbance to other Access Oxford members, producers, or guests

Programming

A. CHANNEL TIME

Because Access Oxford, Inc acknowledges the effort and time of volunteer producers, Access Oxford, Inc. will make every effort to cablecast their programs multiple times. Those wishing to have programming placed on Access Oxford, Inc. are to submit their programs and a Cablecast Request Form two weeks in advance. Consideration will be given to special requests for time slots. Requests for a time slot (single program) and for consistent time slots (program series) will be honored within the constraints of scheduling. However, first run programs will have priority over re-runs in scheduling. Access Oxford, Inc. reserves the right to assign time slots for all programs and make changes to the schedule as needed. Producers may request a time slot, but final scheduling is at the discretion of Access Oxford, Inc. and may change without notice. Access Oxford, Inc.'s programming schedule endeavors to reflect sensitivity to age appropriate time slots.

Programming

B. CABLECASTING PROCEDURES

Before cablecasting, all videotapes must be clearly labeled on the box and cassette with the:

1. Producer's name & Telephone #
2. Title of program
3. Date to begin airing
4. Date when program becomes obsolete (if applicable)
5. Total run time

The beginning of all cablecast programs must have 10 seconds of black. The end of all cablecast programs must have 15 seconds of black. Access Oxford, Inc's staff reserves the right to withhold cablecasting of programs which do not meet adequate technical standards:

1. All programming must be submitted on 1/2" high quality VHS, SVHS, mini DV videotape, or DVD.
2. All tapes must be recorded on Standard Play (SP).
3. Audio quality of all videotapes must be constant and of sufficient level to permit adequate reproduction by transmission equipment.
4. Producers must fill out and sign a Cablecast Request Form with every program submitted for Cablecast.

Programming

C. IMPORT PROGRAM PROCEDURES

A program that is not produced by an Oxford resident is considered an import program. Access Oxford will cablecast import programs provided that each program is sponsored by an Oxford resident. The sponsor must complete and turn in an import program cablecast request form with each program to be cablecast. The Cablecasting Procedures and Channel Time policies as described above apply to all import programs. Access Oxford does not mail programs back to producers. Producers that wish to have their program tapes returned must provide Access Oxford, Inc. with proper prepaid postage. Import programming will be aired at Executive Director's discretion.

Programming

D. PROHIBITIONS AND CLEARANCES

Users of Access Oxford, Inc and program producers are fully responsible for the content of all program material. The following material is prohibited by law:

1. Any obscene, libelous, or slanderous material
2. Any lottery information
3. Any material designed to promote the sale of commercial products and services
4. Any invasion of privacy
5. Any violation of trademarks, copyright, or publicity rights which might violate any local, state, or federal laws
6. Any illegal activity

Users must obtain in writing, i.e., Talent Release Form and Minor Permission Form 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 organization, performer's representatives, and any and all other persons as may be necessary for authorization to cablecast program material. A responsible adult shall execute the necessary assurances that authorization has been obtained concerning use of any equipment by a minor and/or appearance of any minor on a cablecast program. Such adults shall be responsible for liability resulting from the use of equipment or any appearance by a minor.

Programming

E. POLITICAL CAMPAIGNING AND COVERAGE

1. Access Oxford, Inc will send out copies of its policies and procedures regarding political campaigning and coverage to town clerks in the surrounding towns and Worcester when nomination papers are scheduled to be turned in to the appropriate town clerks
2. There will be 5 minutes allowed to each candidate
3. A maximum of 12 candidates will be allowed and will be on a first-come, first-served basis with Oxford residents given priority
4. Political programming will be aired between 10 p.m. and 11 p.m.
5. Political programming will be aired for 10 days
6. Political programming will stop airing 24 hours prior to election day
7. Film must be produced by candidates or their election committee – Access Oxford will not produce the film
8. All candidates from communities other than Oxford must be sponsored by a resident of Oxford
9. Film cannot be self endorsed, i.e. “I am John Doe. Vote for me for Congress.” However, it must be approved by the candidate
10. The film must be at the Access Oxford studio 18 days prior to airing
11. The appropriate form must be submitted with the film

Programming

F. SPONSORSHIP CREDITS

Commercial advertising is prohibited from the channels. Acknowledgement of underwriting by businesses, organizations, or grantor providing monetary or other assistance to the making of the program may be included in the program credits. Some language restrictions apply. Sponsorship credits may not include qualitative or comparative language, price information or other indications of value or savings, a call to action, an endorsement or inducement to buy, sell, rent or lease a sponsor's product or service. Access Oxford staff must be consulted as to the proper language for crediting program sponsors.

Programming

G. PUBLICITY

Access Oxford, Inc. staff can publicize programs in two ways. Two weeks notice is needed to be listed in local newspapers and on the electronic bulletin board. In addition, producers are encouraged to work with the staff in the preparation of promos for upcoming programs.

Programming

H. GRANTS

Any individual or group submitting a proposal for grant funding for a project which involves use of the Access Oxford, Inc. facility must obtain prior written approval from the Access Oxford, Inc. Executive Director. Moneys from grants may be used to pay for equipment, crew, producer, rentals, etc. at the discretion of the person who received the grant. All programs using Access Oxford, Inc. facilities must credit Access Oxford, Inc.