



10 Meetinghouse Road
Bedford, NH 03110
Phone: (603) 472-8288
Fax: (603) 472-6768

Bedford Community Television
Policies and Procedures Manual

Ninth Edition

Effective April 2008

Revisions

May 1996	Preliminary Edition – <i>Initial release</i>
August 1996	First Edition – Changes reflect Town Council’s approval of Board of Overseers.
September 1996	Second Edition – Revision to 1.3.0 and addition of 3.8.0.
November 1996	Third Edition – Redefined Producing a program and Sponsoring a program as policy and Resolution of disputes as a procedure.
January 1998	Fourth Edition – Update to recognize Media One, new facilities, new personnel positions, various policy revisions and new procedures. Addition of new policy 3.6.0 Placing Public Service Announcements (PSAs) on the Community Bulletin Board. Copies of BCTV produced programs, Copies of Community produced programs, and Resolution of Disputes numbering changed to 3.7.0, 3.8.0, and 3.9.0 respectively.
May 2003	Fifth Edition – Major update includes new policy for Election Campaign Videos. Revised policy for Sponsoring programs, and Statement of Compliance. Moved the Purpose of the Manual section to the beginning of the Introduction section. Revised procedure for submitting PSAs.
September 2004	Sixth Edition – Major review and revision of all sections
April 2006	Seventh Edition – Major review and revision of sections <i>2.11.0 Sponsoring a Program</i> and <i>3.5.0 Bicycled Tapes</i>
July 2007	Eighth Edition – Major review and revisions of all sections
April 2008	Ninth Edition – Minor review and revision to section 2.10.2

Table of Contents

Introduction.....	1
1.1.0 Purpose of this Manual	1
1.2.0 Bedford Community Television	1
1.3.0 BCTV Facilities	2
1.4.0 BCTV Personnel	2
2.1.0 Eligibility Requirements for Participation in BCTV	3
2.2.0 Use of PEG Access	3
2.3.0 Statement of Non-Discrimination	4
2.4.0 Equal Opportunity.....	4
2.5.0 Statement of Compliance	4
2.6.0 Technical Standards	5
2.7.0 Commercial Use.....	5
2.8.0 Violations and Penalties.....	6
2.9.0 Producing a program.....	7
2.10.0 Producing Election Campaign Programs	8,9
2.11.0 Program Underwriters.....	9
Procedures.....	10
3.1.0 Getting Started	10
3.2.0 Training.....	10
3.3.0 Using Production Equipment.....	11
3.4.0 Scheduling a show	12,13
3.5.0 Non-Resident Programs	13
3.6.0 Placing Public Service Announcements (PSAs) on the Community Bulletin Board.	14
3.7.0 Copies of BCTV and Community produced programs.....	14
3.8.0 Resolution of Disputes.....	15
Appendix A.....	16,17
Appendix B.....	18
Appendix C.....	19,20

Introduction

1.1.0 Purpose of this Manual

- 1.1.1 Provide a set of policies and procedures that enables the Bedford, NH community to become involved in Bedford Community Television (BCTV).
- 1.1.2 These policies and procedures shall remain in effect until the BCTV Board of Overseers approves a revised edition of the policies and procedures by which BCTV will operate.
- 1.1.3 All material in this manual is subject to adoption and amendment by the BCTV Board.
- 1.1.4 The BCTV Board reserves the right to waive any self-imposed regulation when such a waiver is judged to be in the public interest.

1.2.0 Bedford Community Television

- 1.2.1 BCTV is Bedford's local community access television station, normally referred to as PEG access. PEG access is an acronym for "Public", "Education", and "Government" programming. You can view BCTV programming on Channels 16 and 22 if you have Cable TV. Channel 16 will broadcast all public and educational programming. Channel 22 will broadcast all government meetings and government related programming as well as School Board meetings.
 - 1.2.1a The mission of BCTV is to provide a forum for access to, and awareness of, public, education, and government community information.
- 1.2.2 BCTV is the result of Article 7 of the franchise agreement between the Town of Bedford and the local cable company, Comcast.
- 1.2.3 BCTV is located at 10 Meetinghouse Road, Bedford, NH 03110. The phone number is 603-472-8288, fax 603-472-6768, website:www.bedfordtv.com.
- 1.2.4 BCTV is currently governed by a BCTV Board established to oversee the policies of BCTV and ensure all segments of the community - schools, government, and the public - are being served.

1.3.0 BCTV Facilities

1.3.1 Community Bulletin Board (CBB)

Non-profit organizations, not-for-profit groups, educational, and government agencies may use BCTV's bulletin board for public service announcements. All Political Campaign messages are prohibited.

1.3.2 Production Facility

BCTV offers professional quality analog & digital recording and post production video equipment in addition to studio space.

1.3.3 Channel 16 and Channel 22.

Channel 16 is for live and re-broadcast public and educational programming.

Channel 22 is for live and re-broadcast government meetings and School Board meetings.

1.4.0 BCTV Personnel

1.4.1 Station Manager

The Station Manager, is responsible for the operational duties of the station which include maintaining the equipment, managing the weekly programming, updating the bulletin board, providing production training to the community, assigning volunteer duties, supervising volunteer staff and community members on the premises of BCTV and enforcing these policies and procedures. The Station Manager is also responsible for promoting the station by encouraging Town government departments, schools, non-profit organizations and town residents to use the facility for public, educational and government programming.

1.4.2 Assistant Station Manager

The duties include assisting the Station Manager in the daily operations of the station, scheduling events and productions, supervising volunteer staff and community members on the premises of BCTV, assisting in the training of volunteers, maintaining equipment status, and performing various other duties as assigned by the Station Manager.

Policy

2.1.0 Eligibility Requirements for Participation in BCTV

- 2.1.1 Use of BCTV channels and facilities are free of charge to community members. Community members include residents of Bedford, town and school employees, and non-profit community organizations located in Bedford. Members of non-profit community organizations located in Bedford who are not Bedford residents may participate in organizational sponsored productions only.
- 2.1.2 Other than individuals acting in the capacity of on air personalities, no community member will be eligible to use the facility or the equipment until they have successfully completed appropriate training. Training in the proper use and care of the equipment will be provided by BCTV. Some areas of production require certification.
- 2.1.3 Use of BCTV facilities and equipment is a privilege that can be suspended or revoked if the station's policies and procedures are not adhered to, or if equipment or facilities are misused or abused. In addition, the rules of the building in which the studio is located must be abided by at all times.
- 2.1.4 BCTV reserves the right to refuse to provide access to BCTV resources to anyone who is under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way abuses BCTV staff, volunteers, or other community producers; has misused equipment; or who has abused the privileges of BCTV.
- 2.1.5 Use of BCTV facilities or equipment for personal use is prohibited and is a major violation as outlined in 2.8.0 – Violations and Penalties.

2.2.0 Use of PEG Access

- 2.2.1 Community members have the right to have a program, that they produce or endorse, broadcast at least once, provided they have met the requirements of the Statement of Compliance as described in 2.5.1 stating said program is within the guidelines set forth by the Cable Act of 1984 and does not violate these policies or any federal, state or local ordinances.

2.3.0 Statement of Non-Discrimination

2.3.1 No community member or group shall be denied access to the BCTV channels or facilities on the basis of race, color, sex, age, disability, religious or political belief, or sexual orientation.

2.4.0 Equal Opportunity

2.4.1 PEG access is required to offer equal opportunity to the community. PEG access is not required to offer equal time on its channel. Any trained community member can produce programming. Those not wishing to be trained can endorse programming that is within the guidelines of these policies and conforms to the Cable Act of 1984, and any federal, state, and local ordinances.

2.5.0 Statement of Compliance

2.5.1 Producers/Endorsers must sign a BCTV statement of Compliance that will be kept on file stating that any program submitted will adhere to these policies, which prohibit the following:

- Advertising material designed to promote the sale of commercial products or services
- Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or business with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
- The direct solicitation or appeals for funds or other things of value for any and all purposes, except for non-profit organizations.
- Material which is obscene as defined in New Hampshire RSA Chapter 650. (see Appendix C)
- Any programming that constitutes or promotes any lottery or gambling enterprise that is in violation of any local laws.
- Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which may violate any local, state, or federal law.
- Material that has a reasonable probability of creating an immediate danger or damage to property, injury to persons, or creating a public nuisance.
- Material that has a reasonable probability of causing the substantial obstruction of law enforcement or other governmental functions or services.
- Campaign Advertising

2.5.2 “See Appendix A for producer’s/endorser’s BCTV Certificate of Compliance.”

2.6.0 Technical Standards

2.6.1 Minimum technical standards must be met in order for a program to be broadcast on BCTV. The technical standards are based on the premise that no program should cause viewers to think the cable channel or system is having technical difficulties. All programs should be free of the following problems:

- Interruption of the control track—Programs should be free of any break-up, glitches, or distortion of the audio or video portions of the signal.
- Incorrect color balance—Programs should accurately reproduce original colors within the scene. Flesh tones will be the standard by which this is judged.
- Over modulated video levels—White levels that are too high cause distortions in the audio portion of the signal. Correct exposure during taping is the best way to eliminate this.
- Over modulated or under modulated audio levels—VU meters should consistently read between -20 dB and -1dB during playback of the program.

2.6.2 Technical standards may be waived in cases where the program is of an event or a happening that cannot be repeated, i.e., a one-time event. In such cases, the producer must make a special request to the Station Manager. BCTV will add a short disclaimer to the beginning of the program advising the viewers that portions of the following program may contain technical difficulties.

2.6.3 Although no standards exist regarding camera angles, shot composition, lighting, aesthetics, etc. the producer should always keep in mind that high production values not only increase the attractiveness of a production, but also the effectiveness. The viewer's attention span and retention of information decrease considerably in the presence of shaky camera work, poorly composed and lit scenes, or other distracting elements.

2.7.0 Commercial Use

2.7.1 Use of BCTV facilities or equipment exclusively for commercial use is prohibited. All programming produced with BCTV resources must be available for broadcast on BCTV meeting the requirements of the Statement of Compliance. See 2.5.0

2.8.0 Violations and Penalties

In order for the policies of BCTV to be effective, and to keep operations running smoothly, a penalty system has been instituted. There are two (2) types of violations that can result in restrictions on a community member. The Station Manager is authorized to issue warnings and suspensions of use of equipment and use of facilities.

2.8.1 Major Violations

Major violations will result in the following series of actions:

- First violation - immediate ninety (90) day suspension from utilizing equipment and facilities
- Second violation - permanent forfeiture of privileges

Major violations include but are not limited to:

- Unauthorized use of facilities or equipment
- Harassment of personnel and/or volunteers
- Falsifying forms including the BCTV Statement of Compliance
- Taking or reserving equipment without staff permission
- Abuse of equipment, including attempted repair, and/or reconfiguration of or changing wiring
- Providing false statements and/or false information regarding BCTV and its programming to press or electronic media.
- Tampering with or modifying another producer's project or a public meeting.

2.8.2 Minor Violations

Minor violations will result in the following series of actions:

- First violation - written warning.
- Second violation - thirty (30) day suspension
- Third violation - ninety (90) day suspension
- Fourth violation - permanent suspension.

Minor violations include but are not limited to:

- Failure to cancel reservations in accordance with policy
- Late pick-up or return of equipment without notification and approval
- Repeated mishandling of equipment
- Eating, drinking, or smoking in restricted areas
- Failure to clean-up after use of facilities
- Handling off-limits equipment or being in off-limits areas
- Loitering
- Disregarding BCTV's policies and/or procedures

2.8.3 Community members are encouraged to resolve difficulties on the staff level. Any community member wishing to appeal an action of the staff may request an appeal in accordance with part 3.9.0 of these policies.

2.9.0 Producing a program

The producer is the person ultimately responsible for a program's content and fate. As the primary person responsible for production, the producer is responsible for coordination of schedules, facilities, equipment. The producer appoints a director and determines the program's main objectives. A producer may suggest a specific approach to achieve the show's intent, or the producer may himself/herself direct.

- 2.9.1 The copyright and ownership of any program produced by a community producer belongs to that producer. Producers bear sole responsibility for the content and materials used in all programs live or taped; producers must sign the BCTV Statement of Compliance.
- 2.9.2 The raw footage accumulated for a program belongs to the program's producer. However, it will be retained for his/her use only until the final edited program has been cablecast once, at which time the raw footage tape(s) will be recycled.
- 2.9.3 BCTV may keep clips of raw footage tape that is generic or of historical significance.
- 2.9.4 All qualifying edited programs will be broadcast at least once. The producer may limit additional playback or leave it to the discretion of the Station Manager.
- 2.9.5 BCTV may use clips from any producer's program(s) for the purpose of promoting BCTV.
- 2.9.6 A program will not be copied, bicycled (offered to other PEG Access stations), or entered in any contest without the permission of the producer.
- 2.9.7 The use of the BCTV name or any part of it intended to identify the program as a production of BCTV is strictly prohibited without prior written approval from the Station Manager. Approval may be obtained by written request accompanied by a summary of the program content to the Station Manager.
- 2.9.8 Station personnel may be available to assist in the production of any program as their personal and professional schedules permits.
- 2.9.9 Station personnel will not exercise any editorial control over any program they assist in producing.
- 2.9.10 No one associated with BCTV may edit any part of a public meeting. Failure to comply with this rule will constitute a Major Violation. See 2.8.1
- 2.9.11 BCTV reserves the right to run archived programs with producer's written permission.

2.10.0 Producing Election Campaign Videos

2.10.0 Producing Election Campaign Videos

- 2.10.1 All political candidates and political organizations supporting a political candidate and/or a ballot initiative or warrant article appearing on the next scheduled town ballot shall receive equal treatment in the access and use of the BCTV Studio and facilities in the production and airing of campaign program, as long as a Bedford resident is involved in the production.
- 2.10.2 BCTV volunteers and employees shall be free from coercion for any political purposes. Employees are prohibited from using official authority or position for the purpose of seeking to interfere with or affect the result of an election, nomination for office, or a warrant article or ballot initiative.
- 2.10.3 Candidates and proponents of issues appearing on the upcoming ballot, including but not limited to warrant articles, will be informed as to how they can create their own election campaign program in the studio utilizing volunteers. Employees of BCTV (the “BCTV staff”) shall not produce election campaign program, nor election campaign programs for warrant articles, nor election campaign programs that promote one side of an up-coming ballot issue. Such election campaign programs and warrant article programs shall not exceed 30 minutes per program. Each program should include in the credits the name of the producer. Each program should be label correctly including the (PR) pre-roll time and the (TRT) total run time, not to exceed 30 minutes.
- 2.10.4 Employees of BCTV are permitted to assist in the production of “interview-type programs” or ‘political forums’ in which political candidates and proponents of ballot initiatives may appear to discuss their political positions and to urge the residents of Bedford to vote for their candidate or ballot issue. A political “Interview-type programs” means a program taped at the BCTV studios where the candidate or proponent of an issue is interviewed by a BCTV volunteer moderator. Political “Interview-type programs” shall not exceed 30 minutes in duration. ‘Political Forums’ shall consist of a maximum of 10 minutes of airtime per candidate or proponent to be taped in the BCTV studios. Candidates may select the ‘interview-type program’ or the ‘political forum’ but not both.
- 2.10.5 All candidates shall have equal access to appear on the “interview-type” programs referred to in Sec. 2.10.4. Employees of BCTV shall administer access to these “Interview-type programs” involving political candidates and organizations promoting a ballot initiative in a fair, just, and equal way, without any favoritism shown to any candidate or ballot initiative. All requests for such “Interview-type programs” will be produced with BCTV employees on a first-come-first-serve basis unless that requesting party declares that he or she is unavailable for a reasonable period of time after requesting the “Interview-type program” production. BCTV employees shall make reasonable efforts to accommodate candidates and issue proponents in the order in which the request were made.
- 2.10.6 Employees of BCTV are permitted to assist in any ‘in-studio’ candidates debates.
- 2.10.7 Requests for studio use and/or equipment will be processed on a first come, first served basis. Requests for studio or equipment use should be made as soon as possible, but all candidates shall be allowed to produce programs.

Bedford Community Television Policy and Procedure Manual

- 2.10.8 Producers and candidates take responsibility for the content and accuracy of their videos by signing a Statement of Compliance.
- 2.10.9 Each candidate's program will be scheduled for broadcast according to the provisions of part 3.4.0.
- 2.10.10 Any Candidates program not produced at BCTV or by a BCTV volunteer will be required to follow the same guidelines as 'Un-solicited Non-Resident' programs according to provisions of section 3.5.0.
- 2.10.11 Any candidate who feels aggrieved by a denial of any provision of this policy is encouraged to resolve difficulties on the staff level. Any community member wishing to appeal an action of the staff may request an appeal in accordance with part 3.9.0.
- 2.10.12 Nothing in this section shall prevent any Town governing body, Board, Commission or Committee from utilizing the BCTV facilities, staff or air time to the degree that they may deem appropriate, as long as the elected or appointed official is representing the majority opinion of their respective governing body, board, commission or committee. Officials who are in the minority and wish to produce a program on the dissenting opinion cannot be assisted by the BCTV staff for any part of the production. They may however use the BCTV facilities and trained BCTV volunteers to assist them in producing the show. This section is superseded by any 'Town Media Policy'.

2.11.0 Program Underwriters

A "program underwriter" is an individual, group, or entity who provides monetary or tangible assets to aid the production of a program. Such programs are designated as "underwritten programs."

- 2.11.1 Underwritten programs shall designate a producer who shall be subject to the same requirements (including, without limitation, the execution of a Statement of Compliance) and enjoy the same rights, and privileges, as producers and endorsers of other programming.
- 2.11.2 Monetary contributions are for production expenses only. Payment for services to any volunteer BCTV Producer is prohibited.
- 2.11.3 Commercial enterprises may underwrite programs that promote general interest in the nature of their business.
- 2.11.4 All underwritten programs may use a PBS style credit with logo or other graphic and voice over.
- 2.11.5 The credits may run for a maximum of (30) thirty seconds at the beginning and end of each program.

Procedures

3.1.0 Getting Started

There are many different ways to participate in community television. You can be a producer of shows, an endorser of a program or series of programs, a volunteer, a performer, a reporter, an artist, or a viewer. The following procedures are designed to allow you to participate in community television in any or all of the above ways with as little difficulty as possible.

- 3.1.1 If interested in participating in BCTV, contact the Station Manager to arrange a meeting to discuss your ideas and plans and the procedures for getting started.
- 3.1.2 If you intend to produce yourself, or be a crew member on another producer's project, you will need to be trained on the types of equipment you will be using. See 2.1.2

3.2.0 Training

- 3.2.1 Anyone wishing to operate any equipment at BCTV must first be certified for use on that equipment or system. Certification is granted after successfully completing required training and/or passing a "hands on" test.
- 3.2.2 The following is a list of the training offered:
 - Video Camera Operation to include audio equipment
 - Studio production
 - Editing
- 3.2.3 After successfully completing/passing training, you may receive certification indicating that you are qualified to use that equipment covered in the class.
- 3.2.4 To register for training, call 603-472-8288.

3.3.0 Using Production Equipment

- 3.3.1 To avoid conflicts and insure fair usage, all equipment should be reserved for use by the producer at least forty eight (48) hours in advance. As demand increases, it will be advisable to make your reservations even earlier.
- 3.3.2 To prevent monopolization of equipment by any one producer or group of producers, reservations will not be taken more than two (2) weeks in advance. The only exception will be reservations for programs that will include footage of a scheduled event. These reservations will be taken more than two (2) weeks in advance to ensure equipment availability on that particular day.
- 3.3.3 To schedule equipment reservations, contact the BCTV staff to check availability and make your reservation request.
- 3.3.4 The producer is to arrive at the BCTV facilities at the scheduled time for pick up of equipment. If the producer is going to be late, contact the Station Manager or Assistant Station Manager. Failure to arrive on time or to contact BCTV in advance of late arrival may result in forfeiture of the reservation and is a minor violation as outlined in 2.9.2 unless there is a reasonable explanation.
- 3.3.5 The producer is to ensure the equipment is in good working order and make note of any damage or defect at the time the equipment is checked out. The producer must sign the appropriate Equipment Sign Out form.
- 3.3.6 Community members under the age of 18 will be required to have a parent or guardian sign the 'Parent Authorization Form' prior to equipment pick up.
- 3.3.7 The producer assumes full responsibility for any and all equipment that is checked out in his/her name. This personal liability includes loss or damage incurred, other than normal wear and tear, for which the producer may be charged.
- 3.3.8 To ensure equipment availability, all equipment checked out must be returned to the BCTV facility at the time specified at check out. Failure to comply is considered a minor violation described in 2.9.2.
- 3.3.9 All equipment being returned must be visually inspected and checked in by a BCTV staff member.

3.4.0 Scheduling a show

- 3.4.1 Schedule times for programs is the sole responsibility of the BCTV staff. Refer to section 2.9.7.
- 3.4.2 The BCTV system is capable of broadcasting DV, DVD, formats only. Programs on other formats must be transferred to one of these two formats prior to delivery to BCTV, in order to be broadcast to the community.
- 3.4.3 All programs submitted for broadcasting must be accurately labeled and slated with the program title, producer's name, date of production, pre-roll (PR), and total running times (TRT).
- 3.4.4 No program produced or shown at BCTV may break copyright law. This includes the use of copyrighted music, and/or TV and film clips without permission. Copyrighted material may be used only if written permission has been obtained from the copyright owner (record company, film studio, TV station, etc.) by the producer and submitted to BCTV. The use of copyrighted material under the "fair use" guidelines will be permitted.
- 3.4.5 To have a program broadcast, a producer or endorser must contact the Station Manager. The Station Manager shall make the initial determination whether the submitted program is acceptable for the BCTV schedule, or whether the proposed program should be shown during a restricted time-slot, or rejected altogether for cablecast on BCTV. All programs determined by the Station Manager to be subject to restricted time-slots or rejected altogether may be referred to the BCTV Board of Overseers for final determination of the appropriateness of the proposed program. The Station Manager makes all final scheduling decisions. The Station Manager will give all videos submitted for airing which are determined acceptable for regular rotation equal opportunity to be aired in the regular weekly schedule rotation. The Station Manager will cablecast restricted programs only during time periods designated appropriate for the restricted programs, as determined by the Board of Overseers.
- 3.4.6 All producers interested in doing any live programs must remember to book channel time as well as production equipment. Booking equipment for a certain day and time does not guarantee that channel time will be available and vice versa.
- 3.4.7 The producer's and/or endorser's signed BCTV Statement of Compliance must be on file before any program will be scheduled for broadcast.
- 3.4.8 Producers who bring in programs on their own DVD are responsible for collecting the DVD after it has finished being broadcast on the channel.
- 3.4.9 If a program on DVD not provided by BCTV is unclaimed 3 months after its last cablecast date, reasonable attempts will be made to contact the producer to come and collect the DVD. If the producer cannot be contacted, the DVD will be considered abandoned and will become the property of BCTV.
- 3.4.10 The program will be retained in the playback files as long as it is deemed timely. The Station Manager will then determine whether the program should be archived or recycled.

Bedford Community Television Policy and Procedure Manual

- 3.4.11 BCTV may schedule subsequent showings of programs beyond the playback time requested by the producer. The producer may limit additional playback.
- 3.4.12 BCTV may use these programs or portions of them to promote community television without further clearance from the producer unless the producer specifically requests otherwise.
- 3.4.13 BCTV will, under no circumstances, duplicate any portion of any program tape for any third party without written approval of the producer.

3.5.0 Non-Resident Programs

Non-Resident programs, are programs not produced by community members as defined in section 2.2.0.

- 3.5.1 Unsolicited Non-Resident programs broadcast on BCTV must be endorsed by one community member. This community member must sign a BCTV Statement of Compliance. **(See Appendix A) and a ‘Non-Resident Program – Request for Broadcast Form’ (See Appendix B).**
- 3.5.2 The BCTV Staff may solicit non-resident programs to be broadcast on BCTV at their discretion.
- 3.5.3 Non-Resident programs along with its community endorsers must comply with, and meet all the requirements, governing producers and programs produced by community members and BCTV.

3.6.0 Placing Public Service Announcements (PSAs) on the Community Bulletin Board.

A PSA is an announcement intended to provide a service to the public. PSAs provide information about a non-commercial service in the public interest, announcements of upcoming public events or safety information.

- 3.6.1 Only non-profit or not-for-profit organizations, educational, and government agencies may place a PSA on the Community Bulletin Board (CBB). Political Campaign messages are prohibited.
- 3.6.2 The PSA may be presented to BCTV by any of the following methods:
 - Web site form @ www.bedfordtv.com
 - Fax
 - Email
 - In person
 - U. S. Mail
- 3.6.3 All PSAs should include the name of the sponsor, a contact person, and phone number where the public may obtain additional information.
- 3.6.4 All PSAs must be submitted a minimum of two (2) weeks prior to the event to guarantee placement of the PSA.

3.7.0 Copies of BCTV and Community produced programs.

- 3.7.1 Copies of all programs produced by BCTV staff, BCTV volunteers or producers who have given duplication rights to BCTV may be purchased by making a request to the BCTV Staff accompanied by a fee of twenty dollars (\$20.00) per tape or DVD. Producers of programs are entitled to a maximum of two free copies. Producers are allowed to make additional copies using their own media format and may use BCTV dubbing equipment when available. All labeling of additional copies is the producer's responsibility using their own supplies and equipment.
- 3.7.2 Only copies of finished programs are available for purchase. At no time will raw footage be made available for purchase, reproduction, or review.
- 3.7.3 All programs produced by BCTV are copyrighted by BCTV. All programs produced by Community Members are copyrighted to the individual producer(s).
- 3.7.4 All purchased authorized copies of programs are licensed for private home exhibition only. Any public performance, copying, or other use is strictly prohibited. All other rights reserved.

3.8.0 Resolution of Disputes

When disputes or disagreements with the decisions and rulings of BCTV occur, they will be resolved in the following manner:

- 3.8.1 The complaint must be submitted in writing to the Station Manager within thirty (30) days after the dispute arises. The Station Manager's decision will be passed down in writing within two (2) weeks after submission with a copy going to the BCTV Board of Overseers.
- 3.8.2 The complainant may then request in writing, within thirty (30) days of the Station Manager's decision, an appeal in person to the BCTV Board. A final decision will be communicated in writing by the BCTV Board within two (2) weeks after the meeting.

Bedford Community Television
Policy and Procedure Manual

Appendix A:

BCTV-Bedford Community Television, 10 Meetinghouse Rd, Bedford, NH 03110

Tel: 603-472-8288 Fax: 603-472-6768 www.bedfordtv.com

Statement of Compliance

Producer/Endorser _____ Program _____

Address _____ Phone _____

**I have read and agree to abide by the policies and procedures of Bedford Community Television.
*Additionally:***

- 1) I am familiar with the nature of this program and accept full responsibility for its content.
- 2) I understand that the following material is prohibited, I alone am responsible (not BCTV) to make sure the program complies with the following:
 - Advertising material designed to promote the sale of commercial products or services, or material which identifies any product, service, trademark, or brand name in a manner which is not reasonably related to the non-commercial use of such a product, service, trademark, or brand name on the program
 - Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or business with the intent or substantial effect of benefiting or enhancing a profit-making enterprise
 - The direct solicitation or appeals for funds or other things of value for any and all purposes except for non-profit organizations.
 - Material which is obscene as defined in New Hampshire RSA Chapter 650
 - Any programming that constitutes or promotes any lottery or gambling enterprise that is in violation of any local laws
 - Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which may violate any local, state, or federal law
 - Material that has a reasonable probability of creating an immediate danger or damage to property, injury to persons, or creating a public nuisance
 - Material that has a reasonable probability of causing the substantial obstruction of law enforcement or other governmental functions or services
 - Campaign Advertising
- 3) I have obtained all of the clearances and releases (permissions) from any and all organizations, individuals and groups that are necessary to legally tape and cablecast this program.
- 4) In recognition of the fact that neither BCTV staff nor any employees or representatives of the Town of Bedford, or Comcast are censoring the content of this program, I understand and agree to indemnify and hold harmless BCTV, the Town of Bedford, and Comcast from any liability or other injury (including reasonable costs of the defending claims or litigations) arising from or in connection with claims for failure to comply with any applicable laws, rules, regulations, or other requirements of local, state and/or federal authorities; for claims of libel, slander, invasion of privacy, or infringement of common or statutory copyright for unauthorized use of trademark, trade name, or service mark; for breach of contractual or other obligation owing third parties by company; and for any other injury or damage in law or equity which claims result from the producer/sponsor's use of BCTV or PEG channels.
- 5) I am aware that PEG channels, the BCTV studio and its equipment cannot be used for financial gain or other commercial purpose. I understand that all programs made utilizing the BCTV studio and equipment must be cablecast on one of the PEG channels unless such use has been specifically outlined as an exception in the Policies and Procedures.

Bedford Community Television
Policy and Procedure Manual

The following information is agreed to at the discretion of the producer/endorser (please initial your response):

1) Does this program or series contain nudity, extreme violence or profanity? YES ___ NO ___

2) The BCTV staff may cablecast this program as often as they deem appropriate: YES ___ NO ___

3) Clips of raw footage may be retained as file footage: YES ___ NO ___

4) This program may be shared with other PEG centers: YES ___ NO ___

5) As stated in section 3.7 in the Policies & Procedures, the BCTV staff may copy this program upon request.

YES ___ NO ___

6) Please note any specific restrictions or instructions here

Signature:

_____ Date: _____

(If the producer/sponsor is a minor, a parent or legal guardian's signature is required)

Signature:

_____ Date: _____

Print

Name: _____

Address:

Phone:

Bedford Community Television
Policy and Procedure Manual
Appendix B

BCTV – Bedford Community Television
10 Meetinghouse Road
Bedford, NH 03110
Telephone: 603-472-8288 Fax: 603-472-6768
www.bedfordtv.com

**Non-Resident Program
Request for Broadcast Form**

Name of Endorser (*Bedford Resident*): _____

Address: _____

Telephone Number: _____

Name of Program: _____

Request for Individual Program Y / N Request for Series Program Y / N

Name of Producer: _____

Program Description: _____

Length of Program: _____ PreRoll: _____ TRT: _____

What is the basis for your endorsement of this program? _____

Endorser's Signature

Date

Signed Compliance Form Attached

Appendix C

Section 650: 1 Definitions.

Page 1 of 1

TITLE LXII
CRIMINAL CODE
CHAPTER 650
OBSCENE MATTER

General Provisions

Section 650: 1

650: 1 Definitions. - In this chapter:

- I. "Disseminate" means to import, publish, produce, print, manufacture, distribute, sell, lease, exhibit or display.
- II. "Knowledge" means general awareness of the nature of the content of the material.
- III. "Material" means any printed matter, visual representation, live performance or sound recording including, but not limited to, books, magazines, motion picture films, pamphlets, phonographic records, pictures, photographs, figures, statues, plays, dances or other representation or embodiment of the obscene. Undeveloped photographs, molds, printing plates, and the like, shall be deemed obscene material notwithstanding that processing or other acts may be required to make the obscenity patent or to disseminate it.
- IV. Material is "obscene" if, considered as a whole, to the average person
 - (a) When applying the contemporary standards of the county within which the obscenity offense was committed, its predominant appeal is to the prurient interest in sex, that is, an interest in lewdness or lascivious thoughts;
 - (b) It depicts or describes sexual conduct in a manner so explicit as to be patently offensive; and (c) It lacks serious literary, artistic, political or scientific value.
- V. "Predominant appeal" shall be judged with reference to ordinary adults unless it appears from the character of the material or the circumstances of its dissemination to be designed for children or other specially susceptible audience.
- VI. "Sexual conduct" means human masturbation, sexual intercourse, actual or simulated, normal or perverted, whether alone or between members of the same or opposite sex or between humans and animals, any depiction or representation of excretory functions, any lewd exhibitions of the genitals, flagellation or torture in the context of a sexual relationship. Sexual intercourse is simulated when it depicts explicit sexual intercourse which gives the appearance of the consummation of sexual intercourse, normal or perverted.
- VII. "Child" means a person under the age of 18.

Source. 1971,518:1. 1976,46:3.1977,199:3.1994,60:1, eff. Jan. 1, 1995.

<http://www.gencourt.state.nh.us/rsa/html/LXII/650/650-1.htm>

09/01/2004

Section 650:2 Offenses.
Page 1 of 1

TITLE LXII
CRIMINAL CODE
CHAPTER 650
OBSCENE MATTER

General Provisions
Section 650:2

650:2 Offenses. -

I. A person is guilty of a misdemeanor if he commits obscenity when, with knowledge of the nature of content thereof, he:

- (a) Sells, delivers or provides, or offers or agrees to sell, deliver or provide, any obscene material; or
- (b) Presents or directs an obscene play, dance or performance, or participates in that portion thereof which makes it obscene; or
- (c) Publishes, exhibits or otherwise makes available any obscene material; or
- (d) Possesses any obscene material for purposes of sale or other commercial dissemination; or
- (e) Sells, advertises or otherwise commercially disseminates material, whether or not obscene, by representing or suggesting "that it is obscene.

II. A person who commits any of the acts specified in subparagraphs (a) through (e) of paragraph I with knowledge that such act involves a child in material deemed obscene pursuant to this chapter is guilty of:

- (a) A class B felony if such person has had no prior convictions in this state or another state for the conduct described in this paragraph;
- (b) A class A felony if such person has had one or more prior convictions in this state or another state for the conduct described in this paragraph.

III. For the second and for each subsequent violation of paragraph I, such person shall be guilty of a class B felony.

Source. 1971,518:1. 1976,46:4. 1977, 199:2. 1983,448:3. 1994,60:2, err. Jan. 1, 1995.

Bedford Community Television
Policy and Procedure Manual