

Tredyffrin Township (TTTV) Government Access TV Policies and Guidelines

A. Purpose and Intent The purpose of this document is to provide general guidelines and policy direction for the use of the Government Access aspect of TTTV PEG (Public, Educational and Governmental) Access Television.

B. Authority for the Channel

- 1.** Tredyffrin Township has the right to adopt operating rules for its local Public/Government/Education Access Television facilities, equipment, channels and video-on-demand website.
- 2.** Tredyffrin Township Television (TTTV), operates under the jurisdiction of the Studio Manager. Responsibility for developing policy and reviewing program content for conformance with these guidelines lies with the Studio Manager who administers local production and the programming on--and operation of--the township cable channels and the video-on-demand website.

C. Goals of the Channel The objective of Tredyffrin Township Government Access Television is to identify, explain, and promote the use of township services and to encourage interaction between our local, county, state and federal governmental agencies and Tredyffrin Township citizens and residents. Programming consists of any information relative to the operation of township, county, state and federal services; explanations of the responsibilities, functions, activities, deliberations and plans of governmental, legislative and advisory bodies; general information to the public relative to meetings' times, dates, and places; emergency information as necessary; and general announcements of current local government events. Programming may also include events such as coverage of township and other governmental celebrations, symposiums, conferences, and other educational venues, and facility openings and recreational and cultural events held outside government facilities. Election results may also be broadcast as provided by the local Supervisor of Elections.

D. Eligibility for Use

- 1.** Only township employees who are certified graduates of the Basics of Video Production curriculum are eligible use and operate TTTV equipment.
- 2.** Before using equipment out-of-studio or in any situation where the Studio Manager is not present as a supportive resource, a certified employee must be able to demonstrate proficiency with the gear to be used before that loan can occur.
- 3.** Eligible employees may submit requests and proposals for programming which are appropriate to the guidelines set forth here. All programming requests, as well as requests for production assistance, are subject to review

and approval by the Studio Manager.

4. Preproduction planning meetings are an essential part of the television production process and at least one, perhaps several, are required before the Studio Manager will permit a production to move forward to recording.

5. The Studio Manager reserves the right to limit access to equipment and facilities to any participant who has displayed behavior that is counter-productive to a safe, productive and orderly studio environment or who has handled equipment in such a way as to jeopardize the safeguard of that equipment and people involved with the production.

6. Failure to arrive when scheduled, or to notify the Studio Manager of lateness within thirty (30) minutes of the appointment, will result in forfeiture of that appointment.

7. All facilities and equipment use must be for the purpose of producing a finished program or PSA for Tredyffrin Township Television.

8. The Studio Manager will determine the necessary number of crewmembers required for any production.

E. Program Restrictions

1. Programming shall be direct information regarding the operation and deliberations of government and must meet all Federal Communications Commission (FCC) Regulations, and applicable federal, state and local laws.

2. The Studio Manager is not responsible for the accuracy or appropriateness of program content.

3. No TTTV Government Access Television programming shall be available for any of the following:

a. Any advertising that promotes the sale of any commercial product, service or thing.

b. Any endorsement for or opposition to any consumer product, service or thing.

c. Promotional announcements for any organization that is not locally affiliated and only if it is a non-profit or not-for-profit charity.

d. Any information concerning any lottery, gift enterprise, or similar promotion offering prizes based in whole or part upon lot or chance.

e. Any material that would violate any federal, state, county or township law.

f. Any material that promotes religious beliefs or religious philosophies.

g. Direct solicitation of anything of value.

h. Any program containing information or messages on behalf of a political candidate.

3. Public service or promotional announcements for government-sponsored events or programs may be accepted for cablecast. Public service announcements for events in government facilities such as parks and historic and recreational facilities may be accepted for cablecast.

4. Programming may be produced by or under the supervision of the Studio Manager that is made solely to boost morale of employees and staff or to record memorable personal but work-related events. These productions need not be intended for cablecast or upload to the video-on-demand website.

F. Repairs, Damages and Complaints

1. The user department assumes full responsibility for any damage to equipment or production facilities. User department shall agree, as a condition to use, to immediately repair or replace technology, equipment and facilities damaged by neglect, abuse, theft, or other calamity, which occur while such equipment or facilities are assigned to the user department. Ordinary wear and tear will not be a cause for recourse.

2. If a piece of equipment malfunctions, the employee shall notify the Studio Manager as soon as possible. Under no circumstances shall an employee attempt to repair any gear or device or to reconfigure any studio equipment.

G. Copies of Programs

1. TTTV will keep one master DVD of each program and provide another master DVD to the department head. Each department is responsible for the archival safeguard of that master. Each department may make free copies from that master. TTTV will not make or provide copies of programming.