



Norwood Community Television

NCT Policies

**Policy for
Public, Education & Government
Access Television**



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981 PEG Access Policy Introduction & Definitions

Effective Date: 4/25/1994

Revision Date: 9/2/2003

A. Introduction

1. Welcome to the exciting world of Public, Education, and Government (PEG) Access Television. This manual is designed to provide you with information concerning what PEG access is, how you can get involved, and the policies governing your involvement. Should you have any questions, concerns, or suggestions concerning the policies set forth in this document, please direct them to the Executive Director and/or the Pace Telecommunication Center Board.

B. Policy Authority

1. The Pace Telecommunication Center Board (PTCB) is the policy making authority for Norwood Community Television (NCT) the Public, Education, and Government Access provider for the city of Norwood, as provided for in the agreement between the City of Norwood (City), The Norwood Cable Television Access Board (NCTAB), The Norwood City Schools (Schools) and the Tri-State Education & Technology Foundation (Tri-State).
2. The City, NCTAB, and Schools shall act in advisory capacity regarding policy for channels which fall under their jurisdiction.
3. This policy is subject to revision at any time by the PTCB.
4. Beginning October 15, 2003, Public Access users of Norwood Community Television Access Channels and Facilities must have a signed statement on file at NCT stating they have read, understand and will comply with this policy.

C. Definitions

1. PTCB: Pace Telecommunications Center Board - the policy making authority for Norwood Community Television (NCT) the Public, Education, and Government Access provider for the city of Norwood, as provided for in the agreement between the City of Norwood (City), The Norwood Cable Television Access Board (NCTAB), The Norwood City Schools (Schools) and the Tri-State Education & Technology Foundation (Tri-State).



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2. NCT: Norwood Community Television - the Public, Education & Government Access provider for the city of Norwood, Ohio.
3. PEG Producer: The chief executive of a PEG program. The person responsible for completion of a project program.
4. Sponsor: A Norwood resident or member of a Norwood based organization who provides a PEG program for playback which they did not produce.
5. Staff Producer: A PTCB staff member acting as producer of a program.
6. Volunteer: A person acting as a crew member for a PEG or Staff producer.



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982 PEG Access Equipment Usage

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- A. PEG equipment is available on a first come, first served basis to any resident, group, organization or institution in the City of Norwood.
- B. PEG equipment is only available to PEG Producers or Volunteers for the purpose creating a program for playback on PEG Access channels.
 1. Staff of the Norwood City School District may use PEG equipment for production of programs and/or as a teaching tool in the classroom without necessarily airing the finished product on PEG Access channels.
 2. Staff of the City of Norwood May use PEG equipment for city purposes without necessarily airing the finished product on PEG Access channels.
- C. PEG Access equipment is provided for the purpose of creating programs for PEG Access channels, or in the case of the Norwood City Schools and City of Norwood, for use in the day to day purposes of each. Any program produced using NCT PEG Access Equipment must have its first airing on an NCT PEG channel. PTCB does recognize the advantage of using a program for multiple purposes and does encourage it. Programs may be aired/used elsewhere following their first playback on an NCT PEG channel. Should a producer be provided with the opportunity to sell a program produced with PEG Access equipment, they must first secure permission from the PTCB. All sales rights for programs produced either in part or as a whole with NCT PEG Access equipment belong to the PTCB.
- D. In order to assure the safe use and proper handling of PEG Access Equipment, any person requesting to use such equipment must demonstrate that he/she is properly trained in the use of that equipment. NCT offers training workshops in the use of PEG Access equipment. Upon successful completion of an equipment workshop, or other demonstration of competency approved by the PTCB, a nontransferable certification will be issued which permits holder to make use of PEG Access equipment.
 1. A Producer/Volunteer who has not made use of a specific piece of PEG Access equipment for a period of one year must demonstrate proficiency with that equipment before they can check it out.



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2. Upgrades and modifications of equipment may require that Producers/Volunteers receive additional training in order to keep their certification current.
- E. Volunteers who are not Norwood residents, or members of a group, organization, or institution in the City of Norwood, may use PEG Access equipment if it is checked out by a resident, group, organization, or institution in the City of Norwood, and they have received the proper certification for the piece of equipment.
- F. PEG Producers/Volunteers at least 12 years of age but under 18 years of age must have on file with the NCT an adult parent/guardian consent form which assumes responsibility for any liability arising from the minor's use of PEG Access equipment.
- G. PEG Access Producers/Volunteers may reserve equipment in advance either by signing the appropriate sign-up sheet, or by contacting NCT staff.
1. Reservations are on a first come, first served basis.
 2. Reservations may be made in advance within the following guidelines.
 - a. Reservations for live programs or truck shoots may be made up to but no more than 40 calendar days in advance.
 - b. All other reservations may be made up to but no more than 30 calendar days in advance.
- H. Staff may cancel or reschedule PEG Access equipment reservations in order to perform equipment maintenance.
- I. PEG Access portable equipment must be checked out and returned on time.
1. Reservations must be canceled at least 24 hours in advance of checkout time.
 2. If the reservation is not canceled 24 hours in advance of checkout all reservations associated with the program may be cancelled at the discretion of the Executive Director.
 3. If a Producer/Volunteer fails to check out PEG Access portable equipment within 15 minutes of the checkout time, the piece equipment can be "Vultured" (see below) by another Producer/Volunteer.
 4. In order to maximize staff time, equipment should be returned no earlier than 15 minutes prior to



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- the scheduled return time, and no later than the scheduled return time.
5. Changes in the return time for portable equipment must be approved by staff.
 6. If a user claims to have lost a piece of equipment, they will have ten (10) business days in which to produce it. After that time they will have to pay for the replacement of the piece of equipment in question.
 7. If a Producer/Volunteer repeatedly fails to cancel unneeded reservations 24 hours in advance or return portable equipment on time, their PEG Access equipment privileges can be suspended for up to 60 days.
- J. Producers/Volunteers who reserve studio/editing facilities must arrive within 15 minutes of their scheduled time.
1. Reservations must be canceled at least 24 hours in advance of checkout time.
 2. If the reservation is not canceled 24 hours in advance of checkout time, the reservation will count against the Producer/Volunteers total time for equipment use.
 3. If a Producer/Volunteer fails to arrive within 15 minutes of the scheduled time, the studio/editing facility reserved can be “Vultured” (see below) by another Producer/Volunteer.
 4. If a Producer/Volunteer repeatedly fails to cancel unneeded reservations 24 hours in advance, their PEG Access equipment privileges can be suspended for up to 60 days.
- K. If a Producer/Volunteer fails to arrive within 15 minutes of an equipment/facility reservation or receive staff approval for a change less than 24 hours prior to the reservation, their time may be “Vultured” by another Producer/Volunteer and the Producer/Volunteer who made the reservation loses all rights to any of the time they had reserved.
- L. Portable PEG Access equipment must be returned in person, to a NCT staff member, by the Producer/Volunteer who checked it out, unless other arrangements have been made with staff.
1. Upon return, the Producer/Volunteer must demonstrate to the satisfaction of NCT personnel, that the returned equipment is in proper working condition. The Producer/Volunteer should allow enough time for this demonstration when checking in equipment.
 2. If there are any known problems with the equipment at the time of check in, they must be reported to NCT staff.



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983 Public Access Programming

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- A. Sponsors of Public Access Programming are required to complete an orientation class prior to cablecasting a program on the Public Access channel.
- B. Sponsors of Public Access Programming are required to fill out an application to air their program before it is cablecast on the Public Access channel.
- C. Sponsors are responsible for all content of the programs they cablecast on Public Access channels and for obtaining appropriate releases. Programs which violate federal, state, or local law, or for which appropriate releases have not been obtained are prohibited.
- D. Sponsors must be a Norwood resident or a member of a Norwood based organization. Members of Norwood based organizations must have the right and/or permission to represent that organization in sponsoring Public Access programming and must provide proof of that permission/right in writing. PTCB reserves the right to cablecast programming on Public Access Channels it believes would be in the community interest.
- E. Sponsors agree to indemnify and hold harmless The Pace Telecommunication Center Board, Warner Cable Communications, their affiliates, officers, agents, and employees from liability, legal fees and other expenses incurred as a result of cablecasting a program on Public Access channels.
- F. Programs which contain any of the following material are prohibited.
 - 1. Any material designed to promote the sale of products, services, trade, business or persons.
 - 2. Any material which is intended to defraud the viewer or designed to obtain money by false or fraudulent pretenses, representations, or promises.
 - 3. Direct or indirect solicitation of funds by entities which have not met the standards set forth in Section 989 of this policy and are not registered with NCT as Non-profit Organization.
 - 4. All information concerning any lottery, gift, enterprise, or similar scheme, which offers dependent



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in whole or in part upon lot or chance and consideration, or any list of the prizes drawn or awarded by means of any such lottery, gift, enterprise, or scheme, whether said list contains any or all of such prizes.

5. Material that is obscene according to local community standards. Obscene programming is not protected speech, and therefore cannot air on NCT Access Channels. The United States Supreme Court in the 1974 case of *Miller vs. California*, 413 U.S. 15.24 defines obscenity as: *A work, which taken as a whole (1) appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way and (3) lacks serious literary, artistic, political, or scientific value.* To be considered obscene, all three criteria must be met.
- G. Producers/Sponsors must indicate on their cablecast application whether or not the program they are submitting is of an adult nature.
1. Programming that is of an adult nature includes, but is not limited to, indecent programming and programming unsuitable for children.
 - a. Indecent programming is defined by the Federal Communications Commission as *descriptions or depictions of sexual or excretory functions that are patently offensive under contemporary standards applicable to the broadcast medium.*
 - b. Programming that is unsuitable for children is defined as materials that may be unsuitable for family viewing or viewing by children such as adult situations, excessive profane language, nudity, excessive violence, or graphic depictions of surgical procedures.
 2. Programs indicated by a producer to be of an adult nature will be aired between 11:00pm and 5:00am.
- H. All Public Access programs shall have the name of the sponsor who signed the application to air the program displayed for at least 10 seconds, on the same tape, at the end of the program.
- I. Program sponsors may not identify their program as a production of "Norwood Community Television" without the permission of the Executive Director.
- J. Any production produced with equipment provided by Norwood Community Television shall have the following information in the program credits: "The preceding program produced with facilities



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provided by Norwood Community Television."

- K. NCT cannot cablecast programs with commercial advertising or solicitation of funds other than under the standards set forth in section 989 of this policy.
- L. Cablecasting of Public Access Programming.
 - 1. Cablecasting of Public Access Programs is dependent upon two factors: availability of media playback devices and availability of time slots on the channel designated for Public Access programming.
 - 2. NCT is considered to have met its obligation for cablecasting after one airing of an individual program.
 - 3. Series Programs.
 - a. Series program timeslots will be determined for the programming season by a lottery system.
 - 1) Mid-season additions to the programming season will receive a timeslot determined on a first-come first-served basis for the duration of the programming season.
 - 2) Locally produced programs are given priority in the lottery over non-local programs.
 - 3) Weekly and bi-weekly programs may choose one primetime slot (Weekdays 6pm - 11pm, Weekends 1pm - 11pm) and up to two nonprimetime slots. They must indicate which timeslot they wish to be their primary (always scheduled) and which they wish to be their repeat timeslots (see 983.L.3.c below).
 - 4) Monthly programs may choose one primetime slot (Weekdays 6pm - 11pm, Weekends 1pm - 11pm) and one nonprimetime slot. They must indicate which timeslot they wish to be their primary (always scheduled) and which they wish to be their repeat timeslot (see 983.L.3.c below).
 - b. Series programs must be delivered at least one business day prior to the air date. If a new episode is not received as scheduled NCT will air the current program for one additional cablecast. If a new episode is not received one business day prior to the second scheduled air date then the producer/sponsor will forfeit the series timeslot for the program in question.
 - c. Following its initial cablecast a series program may receive repeat cablecasts.



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984 Education Access Programming

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- A. Programs to be cablecast on Norwood Education Access channels must be approved by the Norwood City School Board or their designee(s). NCT reserves the right to cablecast programming on Educational Access Channels it believes would be in the community interest.
- B. Producers/Sponsors of Education Access Programming are required to fill out an application to air their program before it is cablecast on the Educational Access channel.
- C. The Norwood City School Board is responsible for all content of the programs cablecast on Norwood Education Access channels and for obtaining appropriate releases. Programs which violate federal, state, or local law, or for which appropriate releases have not been obtained are prohibited.
- D. The Norwood City School Board agrees to indemnify and hold harmless The Pace Telecommunication Center Board, Warner Cable Communications, their affiliates, officers, agents, and employees from liability, legal fees and other expenses incurred as a result of cablecasting a program on Educational Access channels.
- E. NCT cannot cablecast programs with commercial advertising or solicitation of funds other than under the standards set forth in section 989 of this policy.



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985 Government Access Programming

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- A. Programs to be cablecast on Norwood Government Access channels must be sponsored by an elected official of the City of Norwood or their designee(s). NCT reserves the right to cablecast programming on Government Access Channels it believes would be in the community interest.
- B. Elected officials who sponsor Government Access Programming are required to fill out an application to air their program before it is cablecast on the Government Access channel.
- C. Elected officials who sponsor Government Access Programming are responsible for all content of the programs they cablecast on Government Access channels and for obtaining appropriate releases. Programs which violate federal, state, or local law, or for which appropriate releases have not been obtained are prohibited.
- D. An elected official who sponsors a Government Access Program agrees to indemnify and hold harmless The Pace Telecommunication Center Board, Warner Cable Communications, their affiliates, officers, agents, and employees from liability, legal fees and other expenses incurred as a result of cablecasting a program on Government Access channels.
- E. NCT cannot cablecast programs with commercial advertising or solicitation of funds other than under the standards set forth in section 989 of this policy.



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986 Metro Access Programming

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- A. Programs to be aired on Metro Access must currently be scheduled to air or have already aired on a Norwood Public, Education or Government Access Channel and must meet all the requirements for said channel. If a program for any reason loses its timeslot on a Norwood Public, Education or Government Access Channel it will also lose its timeslot on Metro Access.
- B. Sponsors of Metro Access Programming are required to fill out an application to air their program before it is cablecast on the Metro Access channel.
- C. Sponsors are responsible for all content of the programs they cablecast on Metro Access channels and for obtaining appropriate releases. Programs which violate federal, state, or local law, or for which appropriate releases have not been obtained are prohibited.
- D. Sponsors must be a Norwood resident or a member of a Norwood based organization. Members of Norwood based organizations must have the right and/or permission to represent that organization in sponsoring Metro Access programming and must provide proof of that permission/right in writing. NCT reserves the right to cablecast programming on Metro Access Channels it believes would be in the community interest.
- E. Sponsors agree to indemnify and hold harmless The Pace Telecommunication Center Board, Warner Cable Communications, their affiliates, officers, agents, and employees from liability, legal fees and other expenses incurred as a result of cablecasting a program on Metro Access channels.
- F. Programs which contain any of the following material are prohibited.
 - 1. Any material designed to promote the sale of products, services, trade, business or persons.
 - 2. Any material which is intended to defraud the viewer or designed to obtain money by false or fraudulent pretenses, representations, or promises.
 - 3. Direct or indirect solicitation of funds by entities which have not met the standards set forth in Section 989 of this policy and are not registered with NCT as Non-profit Organization.



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4. All information concerning any lottery, gift, enterprise, or similar scheme, which offers dependent in whole or in part upon lot or chance and consideration, or any list of the prizes drawn or awarded by means of any such lottery, gift, enterprise, or scheme, whether said list contains any or all of such prizes.
 5. Material that is obscene according to local community standards. Obscene programming is not protected speech, and therefore cannot air on NCT Access Channels. The United States Supreme Court in the 1974 case of *Miller vs. California*, 413 U.S. 15.24 defines obscenity as: *A work, which taken as a whole (1) appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way and (3) lacks serious literary, artistic, political, or scientific value.* To be considered obscene, all three criteria must be met.
- G. Producers/Sponsors must indicate on their cablecast application whether or not the program they are submitting is of an adult nature.
1. Programming that is of an adult nature includes, but is not limited to, indecent programming and programming unsuitable for children.
 - a. Indecent programming is defined by the Federal Communications Commission as *descriptions or depictions of sexual or excretory functions that are patently offensive under contemporary standards applicable to the broadcast medium.*
 - b. Programming that is unsuitable for children is defined as materials that may be unsuitable for family viewing or viewing by children such as adult situations, excessive profane language, nudity, excessive violence, or graphic depictions of surgical procedures.
 2. Programs indicated by a producer to be of an adult nature will be aired between 11:00pm and 5:00am.
- H. All Metro Access programs shall have the name of the producer/sponsor who signed the application to air the program displayed for at least 10 seconds, on the same tape, at the end of the program.
- I. Program sponsors may not identify their program as a production of "Norwood Community Television" without the permission of the Executive Director.



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- J. Any production produced with equipment provided by Norwood Community Television shall have the following information in the program credits: "The preceding program produced with facilities provided by Norwood Community Television."
- K. NCT cannot cablecast programs with commercial advertising or solicitation of funds other than under the standards set forth in section 989 of this policy.
- L. Cablecasting of Metro Access Programming.
1. Cablecasting of Metro Access Programs is dependent upon two factors: availability of media playback devices and availability of time slots on the channel designated for Metro Access programming.
 2. NCT is considered to have met its obligation for cablecasting after one airing of an individual program.
 3. Series Programs.
 - a. Series program timeslots will be determined for the programming season by a lottery system.
 - 1) Mid-season additions to the programming season will receive a timeslot determined on a first-come first-served basis for the duration of the programming season.
 - 2) Locally produced programs are given priority in the lottery over non-local programs.
 - b. Series programs must be delivered at least one business day prior to the air date. If a new episode is not received as scheduled NCT will air the current program for one additional cablecast. If a new episode is not received one business day prior to the second scheduled air date then the producer/sponsor will forfeit the series timeslot for the program in question.
 - c. Programs may only be scheduled once on Metro Access. NCT may re-cablecast a program at its discretion.
 4. Single Programs.
 - a. Single program timeslots will be determined on a first come first served basis.
 - 1) Applications for single programs must be turned in by the 45th day before the day on which the program is to be cablecast if the producer/sponsor wishes the program to be



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987 Live Programming

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- A. Any Producer of Public/Educational/Government Access programming may cablecast their program live on the appropriate channel provided.
 - 1. A time slot is available that will not interfere with other programs.
 - 2. The technical ability exists to cablecast their program live from the desired location.
 - 3. Their program meets all qualifications for its given category, i.e., public, educational, or government, or metro access.

In the event that any section of this policy is violated during the airing/production of a live program the program may be immediately taken off the air and the violation dealt with by the staff on duty. If the violation is resolved to the satisfaction of the staff on duty and there is time remaining in the live timeslot, then the program may resume live cablecasting.



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988 Bulletin Board Systems

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A. Community Bulletin Board

1. Announcements for the Community Bulletin Board must be submitted by a Norwood resident or a member of a Norwood based organization.
2. Announcements for the Community Bulletin Board will run for a minimum of 7 days preceding an event.
3. Anyone wishing to cablecast a message via the Community Bulletin Board must fill out the proper application.
4. Announcements for the Community Bulletin Board must contain the following information:
 - a. Name, address, and phone number of the message sponsor.
 - b. Name of the event.
 - c. Place of the event.
 - d. Date of the event.
 - e. Time of the event.
 - f. A phone number one can call for more information.
5. Announcements for the Community Bulletin Board must concern an upcoming event.
6. Sponsors of announcements on the Community Bulletin Board are responsible for all content of the announcements of they cablecast on the Community Bulletin Board and for obtaining appropriate releases. Programs which violate federal, state, or local law, or for which appropriate releases have not been obtained are prohibited.



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7. Sponsors of announcements on the Community Bulletin Board agree to indemnify and hold harmless The Pace Telecommunication Center Board, Warner Cable Communications, their affiliates, officers, agents, and employees from liability, legal fees and other expenses incurred as a result of cablecasting an announcement on the Community Bulletin Board.
 8. Announcements which contain any of the following material are prohibited.
 - a. Any material designed to promote the sale of products, services, trade, business or persons, except in the case of fundraising events for non-profit organizations.
 - b. Any material which is intended to defraud the viewer or designed to obtain money by false or fraudulent pretenses, representations, or promises.
 - c. Direct or indirect solicitation of funds.
 - d. All information concerning any lottery, gift, enterprise, or similar scheme, which offers dependent in whole or in part upon lot or chance and consideration, or any list of the prizes drawn or awarded by means of any such lottery, gift, enterprise, or scheme, whether said list contains any or all of such prizes.
 - e. Any mention of price or cost except as provided for in section 989 of this policy.
 - f. Material that is obscene according to local community standards.
 9. NCT reserves the right to cablecast information via the Community Bulletin it believes is in the public interest.
- B. Bulletin Board on Educational Access Channels.**
1. Information to be cablecast via the Bulletin Board on Educational Access channels must be approved and submitted by the Norwood City School Board or their designee(s).
 2. Information to be cablecast via the Bulletin Board on Educational Access channels must be submitted either under Norwood City Schools letterhead, or on the proper application.
 3. The Norwood City School Board is responsible for all content of all information cablecast via the Bulletin Board on Educational Access channels and for obtaining appropriate releases. Messages which violates federal, state, or local law, or for which appropriate releases have not been obtained are prohibited.



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4. The Norwood City School Board agrees to indemnify and hold harmless The Pace Telecommunication Center Board, Warner Cable Communications, their affiliates, officers, agents, and employees from liability, legal fees and other expenses incurred as a result of cablecasting information via the Bulletin Board on Educational Access channels.
5. NCT reserves the right to cablecast information via the Bulletin Board for Educational Access Channels it believes is in the public interest.

C. Bulletin Board on Government Access Channels.

1. Information to be cablecast via the Bulletin Board on Government Access channels must be approved and submitted by an elected official of the City of Norwood or their designee(s).
2. Information to be cablecast via the Bulletin Board on Government Access channels must be submitted either under Norwood City letterhead, or on the proper application.
3. The City of Norwood is responsible for all content of all information cablecast via the Bulletin Board on Government Access channels and for obtaining appropriate releases. Messages which violates federal, state, or local law, or for which appropriate releases have not been obtained are prohibited.
4. Sponsors of announcements on the Bulletin Board for Government Access channels agree to indemnify and hold harmless The Pace Telecommunication Center Board, Warner Cable Communications, their affiliates, officers, agents, and employees from liability, legal fees and other expenses incurred as a result of cablecasting an announcement on Government Access channels.
5. NCT reserves the right to cablecast information via the Bulletin Board for Government Access Channels it believes is in the public interest.

D. Bulletin Board on Public Access Channels.

1. Information to be cablecast on the Bulletin Board for Public Access channels shall be reserved for promoting Public Access cablecasts and the Public Access program in general.
2. NCT reserves the right to cablecast information via the Bulletin Board for Government Access Channels it believes is in the public interest.



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989 Fundraising & Underwriting

Effective Date: 4/25/1994

Revision Date: 9/2/2003

A. Solicitation of Funds.

1. Non-profit organizations which meet the eligibility requirements to register with NCT as non-profit organization may solicit funds on NCT Access Channels.
2. Eligibility requirements to register with NCT as a non-profit organization.
 - a. Organizations may register with NCT as a non-profit organization if they meet the criteria in one of three areas.
 - 1) 501(c) 3 organizations.
 - a) Must present proof of 501(c)3 status from the Internal Revenue Service.
 - b) Must present proof of registration with the Ohio Charitable Funds Office.
 - c) Must submit a written application for registration as a non-profit organization.
 - 2) City, State & Federal Government offices and governments.
 - 3) Schools and universities chartered by the State of Ohio.

B. Underwriting.

1. You may have a business, individual or organization provide financial assistance or in-kind support to help make your production happen.
 - a. Funds may be used for such things as material, equipment, location fees and artist's fees, but may not be used as payment for the labor of any producer/sponsor using PTCB equipment.
 - b. You may acknowledge such funding in an underwriting credit stating what type of service was provided and by whom.



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- 1) The underwriting credit may appear once directly before the program begins and once directly after the program ends but not within the body of the program.
 - 2) Underwriting credits may show graphics, animation, text, or company logo and contain an underwriter's official slogan or jingle, address, phone number, hours of operation, web page URL, or e-mail address. Certain statements may be forbidden elsewhere in the PTCB policy.
 - 3) No underwriting credit may exceed 10 seconds in length.
- c. You may acknowledge such funding in a verbal underwriting statement once in each half-hour of a program indicating what type of service was provided and by whom.
- 1) Verbal underwriting statements may contain an underwriter's official slogan or jingle, address, phone number, hours of operation, web page URL, or e-mail address. Certain statements may be forbidden elsewhere in the PTCB policy.
 - 2) Underwriting verbal statements will have no visual support such as graphics, animation, text, or company logo.
 - 3) No underwriting verbal statement may exceed 10 seconds in length.



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990 Code of Conduct & Suspension of Privileges

Effective Date: 4/25/1994

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- A. In order to ensure that NCT equipment and facilities remain in good working order, NCT reserves the right to refuse on a temporary or permanent basis or otherwise initiate disciplinary or legal actions against individuals or organizations that violate the Code of Conduct or otherwise interfere with or jeopardize NCT operations or otherwise violate these Operating Policies. Suspension/termination of privileges may be appealed to the PTCB in Section 990.F.
- B. Individuals and organizations who use the NCT facilities and channels must agree to abide by all NCT policies regarding the use of equipment or channels for the production and presentation of their programming. In addition, they are expected to respect the rights and dignity of the staff and other individuals in the facility. Conduct that discriminates against or degrades any person will not be tolerated. A reasonable standard of courtesy and respect must be observed. NCT reserves the right to restrict any person from using NCT facilities for violation of this or other policies that result in the disruption of NCT activities and operations. Parents/guardians are responsible for supervising their children while in the facility.
- C. In addition to other PTCB policies, individuals who use the NCT facilities and/or channels must agree to abide by the following rules. Specific violations are set forth in writing in order to provide notice to all who use NCT facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and NCT for acts which constitute violations of law on or off the premises. Individuals shall be subject to disciplinary action for violation of any provision of the PTCB policies. The following acts are prohibited:
 - 1. False information: Intentionally providing false information to NCT for the purpose of obtaining membership services, access to channel time, or to avoid determination of facts in accordance with any NCT investigation or hearing
 - 2. Misrepresentation: Individuals and organizations must not identify themselves as being an employee or agent of NCT or the PTCB unless hired by NCT or the PTCB to perform a specific service.



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3. Destroying or damaging property: Intentionally and/or recklessly destroying or damaging NCT property or the property of others on NCT premises or at NCT sponsored events or activities.
4. Drugs/alcoholic beverages: Use, possession or distribution of any controlled substance, illegal drug, or alcoholic beverage on NCT premises or in the use of NCT facilities or equipment.
5. Weapons, firearms, explosives and dangerous chemicals: Use or possession of any weapon, explosives, dangerous chemicals, substances or instruments or other weapons, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon NCT premises or NCT sponsored events is prohibited, except when being displayed or demonstrated in conjunction with a bona fide production, for which *prior* permission has been granted by the NCT Executive Director.
6. Harassment/physical harm: threatening, intimidating or harassing another with intent to substantially harm the person with respect to his or her physical safety or mental health. This includes causing physical harm to any person or property on NCT premises or at any NCT sponsored activity or causing reasonable apprehension of such harm to another person.
7. Disrupting NCT functions: Intentionally and/or recklessly interfering with the normal NCT operations or with NCT sponsored activities.
8. Smoking: Smoking is prohibited inside the NCT facilities.
9. Theft or conversion: Deprivation of another person's property including NCT property or services without that individual's or NCT's authorization.
10. Use of NCT name/logo: Unauthorized use of the NCT logo, name, indicia, motto, or symbols for any purpose without prior consent by the NCT Executive Director.
11. Inappropriate Behavior: Engaging in lewd, indecent, erotic or obscene behavior on NCT premises or at NCT sponsored activities.
12. Unlawful acts: Engaging in any unlawful act while on NCT premises.
13. Trespassing: Unauthorized entry into restricted areas.



Norwood Community Television

NCT Policies

14. Norwood Schools Policies: Any violation of Norwood City School policies while passing through their facilities on the way to NCT facilities.
- D. Engaging in any of the acts prohibited in Section 990.C will result in immediate suspension of privileges. Violation of any other NCT policies may result in suspension or revocation of privileges. The NCT Executive Director will determine the termination or length of any suspension based on circumstances surrounding and the severity of the incident(s) that resulted in the suspension. Services may also be suspended or prohibited to individuals for criminal activities off-site that may pose a danger to NCT or its operations.
- E. It is hoped that disputes over policy interpretation can be resolved by a good faith effort to reasonably discuss the problem to arrive at an acceptable solution for everyone involved. When this is not acceptable or practical, a user may file a written grievance with the Executive Director. The Executive Director will review the grievance and attempt to mediate a solution. If a mutually acceptable solution cannot be reached, the Executive Director will make a determination.
- F. If an individual wishes to file an appeal to a staff decision they should submit a Request for Appeal of Decision to the Executive Director within **30** days of the staff decision. The Executive Director will review the request and attempt to mediate a solution. If a mutually acceptable solution cannot be reached, the Executive Director will make a determination.
- G. If an individual wishes to file an appeal to a decision by the Executive Director they should submit a Request for Appeal of Decision to the Executive Director within **30** days of that decision. The Executive Director will notify the PTCB and within **30** days of the receipt of the request and will place the request on the agenda for the next PTCB meeting. The appellant will be given the opportunity to address the PTCB during the meeting. Decisions of the Board of Directors are the final determination regarding the issue.
- H. Grievances relating to NCT staff conduct should be addressed to the Executive Director. Grievances relating to the conduct of the Executive Director should be addressed to the president of the PTCB.



Norwood Community Television

NCT Policies

991 Election Programming

Effective Date: 4/25/1994

Revision Date: 9/2/2003

- A. Government & Education Access programs which have as guests/hosts/talent, candidates for election may not air in the calendar month prior to an election, nor in the days leading up to election day in the election month, nor on election day itself, unless at least 3 new episodes of that program have aired on Norwood Government or Education Access Channels within the previous 6 months.
 - 1. The exception to this policy being programming produced by the Pace Telecommunications Center Board specifically for elections, to which all candidates for a given position have been invited, and which provides a balanced format.
 - a. All candidates do not have to accept the invitation to a PTCB produced election program in order for it to air.



Norwood Community Television

NCT Policies

992 Dubbing of Programs

Effective Date: 4/25/1994

Revision Date: 9/2/2003

- A. Any PEG Access Producer, Sponsor, Norwood Resident, or member of a Norwood based organization may make up to two copies of programs aired on Norwood Community Television using the public dub rack, provided the following circumstances are met.
 - 1. The person seeking the copy has the permission of the program's copyright holder.
 - 2. The dub rack is available and operational.
 - 3. The tape the copy is to be made on is either purchased from Norwood Community Television or approved by Norwood Community Television Staff.
- B. Norwood Community Television will make dubs of NCT programs at a per tape cost determined by the Executive Director, regardless of the length of the tape.
 - 1. Those wishing a dub must fill out a dub request form.
 - 2. Payment must be made at the time of the request.
 - 3. Public records requests, when appropriate, must come through the office responsible for keeping and maintaining the records of the public body in question.
 - 4. If shipping is requested there will be an extra charge for postage and handling.
- C. Masters of programs are available for duplication outside of NCT facilities with the permission of the program's copyright holder if the copyright holder also owns the videotape.
- D. Norwood Community Television reserves the right to make copies of programs produced with NCT equipment or aired on NCT channels for its archives.

Norwood Community Television will make one copy of a public meeting at the request of the meeting chair or clerk/secretary in charge of record keeping for archival purposes or the creation of minutes.



Norwood Community Television

NCT Policies

993 Records

Effective Date: 4/25/1994

Revision Date: 9/2/2003

- A. Pace Telecommunication Center will maintain for review the following forms submitted by PEG Access users for the amount of time listed.
 - 1. Program Applications - 60 days following the final cablecasting of the program episode referred to in the application.
 - 2. Community Bulletin Board Applications - 30 days following the initial cablecasting of the event message.
 - 3. Equipment Checkout forms - 60 days following the return of the listed equipment.

- B. Members of the public may review the records listed in section 993.A if the following provisions for doing so have been met.
 - 1. A signed letter requesting to review the records has been submitted to the Executive Director.
 - a. The letter must specify the type of record to be reviewed.
 - b. The letter must specify either the name of the producer or sponsor, the program title or subject of a bulletin board message, or the type and date of the equipment that was checked out.
 - c. Upon receiving a signed letter requesting the review of records, the Executive Director shall notify the person(s) whose name appears on the records to be reviewed.
 - 2. A current state identification card or drivers license, with picture, is submitted.



Norwood Community Television

NCT Policies

994 Emergency Procedures

Effective Date: 2/27/2003

Revision Date: 9/2/2003

- A. Should federal, state, city or school officials declare a state of emergency all channels and facilities are to be considered at the disposal of the entity declaring the emergency.