

MISSION

We believe Community Access Television is a non-commercial opportunity for the free expression of ideas, opinions and announcements which can inform, connect, and involve all in 'community building'. Through the medium of television our mission is to empower our community with both tools and an 'accessible' place for video creation & distribution. --

This production and distribution policy represents fundamental Community Access principles including but not limited to:

Enhancing First Amendment rights;

First-come, first-serve on a non-discriminatory basis;

Providing for the dissemination of diverse views and for a marketplace of ideas and information;

Capitalizing on the possibilities inherent in "narrow casting," as contrasted with broadcasting thereby providing for viable alternatives to commercial programming;

Embracing a sense of community

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Wallingford Public Access Association, Inc.



POLICY DOCUMENT

WPAA reserves the right to ask for proof of residency (i.e., a valid State of Connecticut driver's license) and contact information before processing any request for scheduling/distribution, program production support, or facility/equipment use.

TERMS

Address: A physical or mail location or virtual address represented by a web site name.

Community Access Program: A media program developed with video and/or computer equipment. Most are made by Users of Community Access Facilities like WPAA. Others have non-commercial content of deep interest to User/Viewers. Programs with political content are treated like all other programs. Any program that is not produced by a Community Access Producer must have a Wallingford resident Guarantor to be distributed by WPAA.

Credits: References in a media program that acknowledge contributions to the production. Contributors include but are not limited to: WPAA, talent, crew, host, copy write permissions for audio and graphic sample by title & producer, sponsors that provide financial support including in-kind services or materials. Credits will appear at the end of a program unless production value dictates an alternative placement; however, sponsorship can only be credited at the end of a program. Credits should not appear to identify participants or sponsors in a manner that can be considered advertising.

Distribute/Distribution: WPAA supports distribution of media programs on designated cable and video channels authorized by federal and state regulation. WPAA also supports video streaming. As of 2009 this includes Comcast-Cable, ATT U-verse Video and V-Brick Internet Streaming.

Narrowcasting: carriage of programs to local community

Suspension: Notice to a User that they are not welcome at the WPAA facility or not eligible to reserve the facility or equipment or not eligible to schedule Community Access Programs for distribution or any combination thereof for a

designated period of time subject to any results of Appeal. Confirmation of Suspension is made by the Board. Staff can activate an instant suspension of 2 week in urgent situations based on verbal review with any members of the Board that is available for consult. A User may request in writing a meeting with WPAA Board in order to appeal and/or resolve the suspension.

User: A person 18 years of age or older contracting *by signature* on designated forms to use WPAA resources, or a person identifying them self as a viewer of WPAA distributed programs. User access to resources can have a dependency on residency in Wallingford, employment or schooling in Wallingford or the six towns of Branford, East Haven, Guilford, No. Branford, No. Haven or Madison. Users agree to have their identity maintained in WPAA records which are available for inspection as required by state regulations.

Types of Users:

Guarantor: Wallingford resident that accepts responsibility for a program produced outside of Wallingford.

Parent/Guardian: User that accepts responsibility for someone under 18 who participates in program production or other User activity.

Producer: User that accepts responsibility for program expenses, crew formation and program content and liabilities if content disputes arise.

Viewer: An individual identifying themselves as interested in the WPAA content & scheduling.

Volunteer: An individual that has committed to some type of service to the organization that formally covers their actions as a representative of WPAA: Boards, committees, interns getting credit for community service work, etc.

USER RESPONSIBILITIES

COMMUNITY SCHEDULING

All distribution time slots are not created equal. Prime time for certain content can be designated days or hours within a day. Some scheduling has dependency on available technologies, staff or viewer restrictions, program length or User Eligibility for narrowcasting.

WPAA requires that all Community Access Programs produced with WPAA resources have first distribution by WPAA. All programs utilizing WPAA facilities, resources or equipment *must* credit WPAA. Distribution to other facilities or via the Internet prior to scheduling distribution with WPAA is a violation for which User Rights can be suspended.

WPAA cannot, and will not publicize, promote or act as an agent for Users or their programs but instead will promote the use of the facilities and resources.

WPAA WILL NOT: Duplicate a program except as needed to administer the distribution authorized by the User or comply with a third party request, as required by a regulatory body or a court of appropriate jurisdiction.

Scheduling/distribution

Complete all required scheduling forms for program distribution. Forms include information such as program name, person responsible for production and length of program. Forms can be downloaded from website.

Secure any permission needed for distribution if the program copyright is not held by the User. This applies to programs not locally produced. Provide a finished program in accordance with the schedule commitment; labeled with program name, length and producer contact information.

Accept that distribution is based on scheduling of several Users and a designated block of time is a privilege not a right.

Arrange to have program media picked-up within 30 days of last play date.

Program Production

Secure all permissions, copyright and releases associated with production of audio and visual components of the program in development.

Programs production can require a team. User/Producers are responsible for assembling a crew for program research, capture, and editing.

Clearly identify the program producer(s) in the program credits.

Credit WPAA for facility/equipment/training/production support, as applicable, in the program credits.

Productions with sponsorship exceeding \$2,000 will need to establish that the program is not commercial in nature.

Provide 1st Use copy of program for WPAA scheduling & distribution.

Cover expenses for media copies.

Comply with the policies herein on content including credits, commercialism and sponsorship.

Program Content

Whether produced locally or provided from another source, programming that is to be distributed by WPAA must not **CONTAIN ANY MATERIAL OTHERWISE UNPROTECTED BY THE CONSTITUTION OF THE UNITED STATES** and **MUST** comply with the following:

ALLOWED: Contact information and captioning related to the program's content can be displayed at any time for any duration. Examples include call-in numbers, talent names and addresses that comply with commercial restrictions. Any individual or entity providing financial subsidy for program content including props and set materials can be acknowledged in the end credits only.

THERE WILL BE: No endorsement or advertising of any product and/or services;

No solicitation of monetary donations or contributions except donations to fund the community resources provided at no charge to Users by WPAA

No sale of media copies of programs produced using WPAA resources. No direct or indirect selling or promotion of program time, charging guests or otherwise engaging in profitable use of the studio facility or program production.

No mention of seminars, lectures, or consultation for which the viewer will eventually be charged or web sites with commercial activity; No mention of commercial activities including but not limited to concert or club dates, lotteries, gift enterprises or similar schemes.

Programs will be removed from the distribution schedule if identified by User Viewers as having either libel or slanderous content, promoting unlawful conduct, in violation of the copyright held by others, inciting violence or harmful acts or technically malfunctioning.

Programs with content identified as 'adult content' by User/Viewer or User/Producer will be scheduled between 10 PM and 5 AM.

Programs in a language other than English may need to be supplemented by information in English if User/Viewers identify concerns that can not otherwise be readily resolved by English speaking WPAA representatives.

FACILITY/EQUIPMENT USE

Sign-up for facility use with staff. Confirm that any special support needs will be available including User Training or program prep to be LIVE, call-in, food preparation, audience participation/seating. **Sign-in and out is required** when using the facility.

Do not change or tamper with any wiring or connection, or add any unauthorized accessories to equipment.

If any equipment is lost, broken or damaged, exclusive of normal wear and tear, the User shall be responsible for the full cost of repair and/or replacement as required.

Report any concerns to staff. File an incident report, as needed.

No Smoking in facility.

USER/PRODUCER RIGHTS

Producers of Community Access Programs retain all rights to the content of their programs.

User rights to use WPAA facilities and/or resources can be suspended.

Ask WPAA staff for basic training. Many Users are unfamiliar with Community Access Video Production, use of cameras, audio, computer or other production equipment. Users must allow for training time and proficiency assessment by staff before using equipment and facilities without staff support. [Users can be denied access to the facility or use of equipment if there is reason to believe WPAA resources will be compromised or damaged.]

Users do the following

- ▶ sign-in to the facility
- ▶ formally request program scheduling & distribution
- ▶ take out portable equipment
- ▶ created media programs with facility resources
- ▶ watch distributed content
- ▶ participate in WPAA sponsored events
- ▶ Comply with these policies on use of community space and resources.

IF UNDER 18: Users **MUST** have a parent or guardian/USER affirm responsibility for them. Facility sign-in is to include responsible User contact information.

Any young adult volunteering at WPAA must have a User Responsibility Agreement on file and a Service Contract.

WPAA RESPONSIBILITIES

Refer to website for complete policy including violation and suspension details.

[HTTP://WWW.7TOWNTV.ORG/WPAAPOLICY.HTML](http://www.7TOWNTV.ORG/WPAAPOLICY.HTML)