



CITY OF RALEIGH PUBLIC AFFAIRS DEPARTMENT

RALEIGH TELEVISION NETWORK



**PUBLIC ACCESS
OPERATING POLICIES AND PROCEDURES**

For RTN10 and RTN22



City of Raleigh Public Affairs Department

RALEIGH TELEVISION NETWORK

Policies and Technical Operating Procedures

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Raleigh Television Network Community Programming Standards And Technical Procedures For Public Access

Section 1: Welcome To The Raleigh Television Network

1.1 Mission Statement

The Public Affairs Department develops and markets information about City services to improve Raleigh's quality of life and to increase understanding and trust in City government. Its employees are responsible for developing and marketing information to the public and the media about City services, policies and procedures. The department manages the City's cable franchise that provides channels for public and government access. It also oversees the City's Print Services Division, which is responsible for on-site printing for Raleigh City Government.

1.2 Introduction And History

The 1984 and 1992 Cable Acts and the Telecommunications Act of 1996 provided local governments the right to negotiate franchise fees and other cable-related services with the local cable provider. One service the City negotiated with the local cable provider is Public, Education, Government Access channels. "For the purpose of this franchise, the City of Raleigh has four channels that are available for non-commercial public, education or government use by agencies, institutions, organizations, groups and individuals in the community, including Grantor and its designees for the distribution of non commercial programming not under the Grantee's editorial control and consistent with applicable law."

The local Public, Educational and Government (PEG) Access Channels began operating in 1985 as Community Television; after the signing of the franchise agreement with American Television and Communications Corporation (ATC). ATC was later acquired by Time Warner Cable, Inc. Since its beginning, the PEG channels have served the citizens of Raleigh, Wake County and the municipalities located in the county.

On October 13, 2004, the City of Raleigh re-launched its new information source – renamed the Raleigh Television Network (RTN). This new, all digital television network is a state-of-the-art digital media center dedicated to serving the needs of Raleigh and Wake County citizens.

RTN is a division of the Public Affairs Department. RTN staff is dedicated to producing television programs that fulfill the mission of the Public Affairs Department and the city administration to keep residents well informed about the activities of your government.

On March 6, 2007, the City of Raleigh launched its newest feature RTNSV, a streaming video service featuring a live online feed of RTN 11 and on-demand programming such as City Council meetings.

The City of Raleigh and RTN reserve the right to amend, revise or update the Policies and Procedures at any time.

1.3 Raleigh Television Network

Raleigh's information source is the Raleigh Television Network (RTN). This all-digital television network is designed to serve the people of Raleigh. If you want to be thoroughly informed about your City and County governments, or inform your neighbors about your nonprofit group or concerns, RTN has all you need. RTN provides this vast amount of information and diverse programming via four channels.



RTN 10 is the public access channel. RTN 10 is a reflection of Raleigh life. Programming is created by community producers and runs the entertainment gamut from live informational presentations, featuring your friends and neighbors, local events, a collection of talk shows, and the Classical Arts Showcase.

Raleigh Television Network offers educational services and production equipment for residents, government agencies and organizations to empower themselves to express creativity and produce their own television programs.



RTN 11 is the government access channel. This channel features your local governments in action. The lineup includes meetings of the Raleigh City Council, the Wake County Board of Commissioners, the Wake County Board of Education, and the City of Raleigh Planning Commission. Monthly shows highlight City and

County initiatives, informative entertainment, residential transformations, business venues, and Wake County Schools' concerns. Rounding out the variety of programming are specials on newly implemented programs, human interest stories, and coverage of special events.



RTN 18 is the education access channel. This is your source for distance learning provided by the Cooperating Raleigh Colleges — Meredith College, North Carolina State University, Peace College, Shaw University and St. Augustine's College.



RTN 22 is the informational and inspirational channel. This is Raleigh's informational and inspirational channel. Turn to RTN22 for the City View Calendar to keep on top of the news, current events and special meetings in Raleigh and throughout Wake County.

RTN Streaming Video

You also can watch RTN11 programming on your schedule; anywhere you have an Internet connection! Raleigh Television Network is proud to provide RTNSV, an online streaming video service that features a live feed that can be found via the City's website at raleighnc.gov. Lineup features live and archived City Council meetings, and select on-demand programming.

Visit www.raleighnc.gov and use the keyword RTN to access this convenient feature.



1.4 Policy Statement About Public Access

Raleigh Television Network does not provide direct assistance or support for the production of Community Access programming from the studio or other venues. RTN staff and management do not directly participate in the production of Community Access programs. RTN staff act as facilitators.

1. Citizens and not-for-profit organizations have sole and exclusive control over the content of their programs, within the rather broad parameters established by Federal legislation and other applicable laws and regulations.
2. Community Access is available to the legal residents of Raleigh and Wake County; who shall have access to RTN without regard to race, gender, age sexual orientation, physical ability/disability, religious or political beliefs, or the nature of their program interest.
3. Community Access programming producers are the holders of First Amendment and other legal rights and responsibilities regarding the programs they produce that are televised on RTN10 and RTN22.
4. Community Access producers are responsible for operating all equipment used to produce local access programming. Production volunteers must be certified and in good standing.
5. RTN does not participate in activities or processes that will or may have an impact on the content of local community access productions and programming.
6. RTN does not provide personnel to operate production equipment or to have input on the programming content, except when content appears to violate applicable rules and regulations.
7. RTN staff provides content neutral training in various areas including studio and remote equipment operation, editing and planning.
9. RTN staff provides maintenance and repair support for all television equipment owned by the City of Raleigh and assigned to Raleigh Television Network for Community Access.



1.5 Definitions

The guidelines include terms and concepts that may require defining. The following includes definitions of some terms.

Advertising or commercial promotion shall refer to any mention or the presentation of any material which promotes the purchase or use of a product, business, service or event. This includes, but is not limited to identifying services or goods by price or cost.

Adult programming shall refer to programming that does not comply with broadcast standards for decency and contain graphic or verbal depictions of violence or nudity, [i.e., representation of murder, rape, suicide, physical assault; or bodily excretory functions, pursuant to City of Raleigh Code 13- 30013; or exposure of female breast(s) pursuant to City of Raleigh Code 13-3002]. This includes derisive adult language either visual or spoken graphic depictions or representations, [i.e., sexually connoted expletives], pursuant to City of Raleigh Code 13-3007. Profanity includes, but is not limited to words such as those identified in FCC vs. Pacifica.

Mature (adult) programs shall be scheduled for telecast during periods designated for adult viewing between midnight and four a.m. (Refer to guidelines regarding potentially offensive programming).

Affiliate producer (member) shall refer to a local producer/program provider or group that resides in the Raleigh-Wake County area that use their own equipment, or receive programming from outside sources to submit as content for telecast on RTN 10 or RTN22. Affiliate producers are responsible for scheduling time to ingest new episodes for play out on RTN10 or RTN22. Videos presented by an affiliate are not produced using the production facilities and equipment at RTN.



Channel shall refer the Channels 10, 11 or 22 on the Time Warner Cable, Inc. system in Raleigh that are operated by RTN.



Community Television shall refer to the public access channels available to Raleigh and Wake County residents for telecasting programs of interest to the community.

Equipment shall refer to video and audio equipment made available for the production of community access programming.

Facilities shall refer to RTN studio, control room, master control, offices, and related production equipment that are located at 310 W. Martin Street, Raleigh, North Carolina, 27602.

Fair Use this provision of the Copyright Law allows reproduction and other uses of copyrighted works under certain conditions for the purposes such as criticism, comment, news reporting, teaching, scholarship or research. For the purpose of using copyright material on RTN, application of the Four Factor Fair Use Test is recommended. The factors are (1) what is the character of the use? (2) What is the nature of the work to be used? (3) How much of the work will you use? (4) What effect would this use have on the market for the original or for permission if the use were widespread?

Government shall refer to the government access channel that features local and county government meetings and programs or matters of interest or special events.

Host shall refer to a resident or citizen who resides in Raleigh/Wake County and meets the following criteria: may have successfully completed the certification process by taking the appropriate production classes; completed an application form to be included in database for public use records; does not use the facilities and equipment for which they are certified and does not produce a program.*



(* This is applicable only for individuals who provide no support to the production other than as talent).

Indecent Material shall refer to material that is obscene. Obscene material shall mean material or work that displays or exhibits any of the following: genitalia, acts of human masturbation, sexual intercourse, sodomy, fellatio, cunnilingus, bestiality, excretory activities or organs. Obscene is defined by the Miller test. (Refer to Guidelines regarding potentially offensive programming.)



Intern shall refer to (a) high school students who are seeking community service work and exploring career opportunities and (b) college students who are fulfilling college requirements for credit hours and graduation. As interns they are taught production techniques and procedures to enable them to create and produce television programs.

Member shall refer to a person or organized group that has paid a membership access fee to use the RTN facility and equipment or have programs telecast on Channel 10 or 22. Annual memberships allow members to use the production and editing equipment for one year. (Refer to guidelines regarding types of memberships available at RTN.)

Non-commercial shall refer to programs that will not contain solicitations to buy or acquire a product or service, and will not mention price or price comparison. Programs may not solicit funds, promote an event or suggest the acquisition of a product or item for any reason either verbally or graphically.

Production Volunteer shall refer to individuals who are residents of Raleigh/Wake County and meet the following criteria: successfully completed the certification process by taking the appropriate production classes and have completed an application to become a member. The Production volunteer must be in good standing, paid all applicable fees, and maintain access to the facilities and equipment for which they are certified. These individuals may serve as a crew person on one or more studio productions.

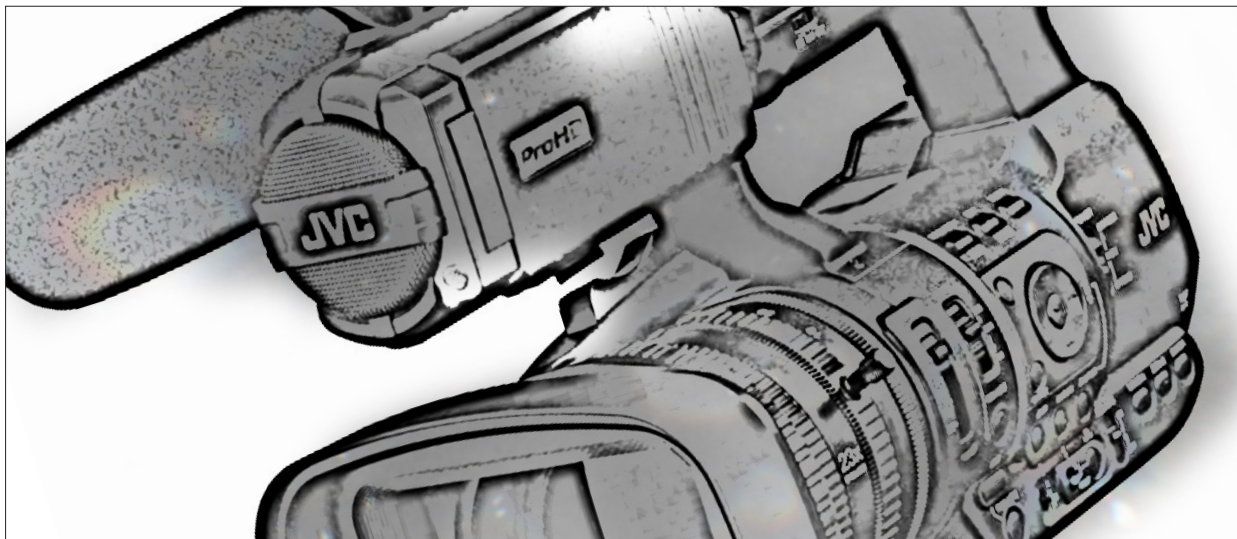
Not-for-profit organization shall refer to any organization that is tax exempt and is recognized by the IRS as a 501(c)(3). RTN requires tax identification upon membership application.

Producer/Program Provider shall refer to individuals who have paid their access fees for the current year and have successfully completed the requirements for certification by demonstrating (through practical and written application) knowledge and proper production techniques and procedures; or have satisfied the technical requirements to submit programs for broadcast on RTN's Community Television Channels. (Refer to user)

Series shall refer to (a) local productions that are granted a regular studio production time slot for live telecasts or taped productions for thirteen (13) weeks; (b) series programs that are granted one regular time slot for a thirteen (13) weeks period with at least one repeat on RTN10 or RTN22. Programs produced outside the service area (Raleigh/Wake County) are not eligible for telecasting on Raleigh Television Network unless a local resident is certified as an affiliate member and has a membership in good standing. Time slots are available on a first come first serve basis and are not guaranteed.

Raleigh Television Network RTN is Raleigh's all-digital television network designed to serve the people of Raleigh. RTN provides a vast amount of information and diverse programming via four channels: RTN10-Community; RTN11-Government; RTN18-Education; and RTN22 Information.

Resident shall refer to an individual who resides within Wake County, NC or any municipality located therein.



1.6 Operating Hours

RTN business/office hours:

Monday through Friday 8:30 a.m. – 5:15 p.m.

RTN access hours for production activities:

Monday – Thursday | 9:00 a.m. – 10:00 p.m.

Friday | 9:00 a.m. – 7:15 p.m.

Saturday* | 9:00 a.m. – 1:00 p.m.

919.996.6278 | Main Number

919.996.6776 | After Hours



RTN is Closed on Sundays and official holidays.

** Open only the FIRST TWO Saturdays of any given month.*

1.7 Services And Facilities



RTN offers studio, portable field production equipment for on-location shoots, editing facilities and an ingress/egress workstation. RTN offers training, technical assistance, and channel time for the production and presentation of non-commercial television. Areas of technical assistance include producer workshops and troubleshooting technical problems while using RTN equipment.

Annual membership dues and class fees are required before an individual is eligible to use the studio facilities, portable equipment or ingress/egress workstation for loading content to the server for play out.

Fees are subject to change.

1.8 Public Records

RTN shall maintain a record of all persons and organizations granted time on RTN channels. The records shall be maintained in a public file and made available for inspection by contacting the office during normal office hours (Monday – Friday 8:30 a.m. – 5:15 p.m.).

All certified users, producers and production volunteers are required to have current information on file.

Section 2: How To Become A Community Producer

2.1 Eligibility Criteria

The RTN facility and equipment are available to individuals, organized groups, non-profit organizations and government agencies located within Raleigh and Wake County. An annual access-membership fee is required of the producer/program provider, user, production crew members and individual(s) representing not-for-profit organizations that operate any RTN studio, control room, field or editing equipment.

Who is Eligible?

Any individual, organized group, not-for-profit organization or government agency with primary residence or offices located within Raleigh or Wake County.

Eligibility Criteria

- Must be a legal resident of Wake County
- Must provide two current forms of identification, one must be a valid NC driver's license or North Carolina Department of Motor Vehicles (NCDMV) Identification Card
- Other acceptable forms of identification (must be valid)
 - NC State issued photo identification card
 - U.S. Passport
 - Foreign Passport
 - U.S. Military identification card
- Must be at least 18 years of age with a legal street mailing address in Raleigh, NC or Wake County (a post office box is not acceptable).



Must complete the certification requirements to use RTN

- Attend orientation
- Complete appropriate workshops
- Pass the written and practical tests

Annual membership fees must be paid in full before a certified user will be authorized as a community producer/program provider.

Memberships

- Open to residents in Wake County who complete certification
- Must fill out all required forms
- Pay all applicable dues and fees

2.2 Eligibility Criteria For Minors

Minors may be allowed to take production classes and workshops and upon meeting the necessary certification requirements may be eligible to use the equipment provided a certified adult accepts full and legal responsibilities for activities associated with the minor's participation. All minors must maintain a current parental consent form on file at RTN and complete the following steps:

1. Training

- a. With written permission of parent or legal guardian
- b. Parent or legal guardian accepts full legal and financial responsibility for equipment use while minor participates in production classes and workshops.

2. Use of equipment

- a. Minors using RTN equipment and studio facilities must be certified and have (at all times) an adult who is certified on that equipment to assume responsibility.
- b. Minors using RTN equipment must maintain an active status as a paid member.
- c. For the purpose of reserving and checking out portable field production equipment, an adult who is certified must accompany the minor to check out and return the equipment.
- d. A certified adult must agree and approve in writing (email is acceptable) that he/she accepts full legal and financial responsibility associated with the use of RTN's studio facility and production equipment for video purposes on behalf of the minor participant.



3. Televising programs on RTN

- a. A certified adult producer must agree and approve in writing (email is acceptable) that he/she is willing to be responsible for the scheduling/use of channel time per his/her quarterly series contract agreement for RTN10 or RTN22.
- b. The minor is responsible for adhering to RTN's policies, procedures and technical requirements.

2.3 Orientation

The first step to becoming a certified community producer is to attend an orientation workshop. The two hour orientation workshop is offered three times a year in December, March and September. Potential community producers, users and production volunteers are presented an overview of the operating policies and procedures and are given a tour of the facility.

All persons interested in becoming a community producer to must attend an orientation workshop, regardless of prior production experience. This is not a television production training workshop. You will need to register for the appropriate production workshops upon completing orientation. Fees are due at the time of registration. Space is limited. Seats are reserved on a first come, first serve basis and are not held without payment.

2.4 Certification

Training is the process through which eligible users acquire and develop the skills and knowledge required for certification to utilize RTN facilities and equipment. The purpose of training is to develop community producers and users as responsible programmers and effective communicators via cable television. Through a variety of training and testing, experienced and inexperienced users can learn editing and field and studio production. Upon successful completion of the written and practical test and payment of the required fees, the applicant becomes a certified producer.



RTN offers adult residents of Raleigh and Wake County professional training in all areas of studio and field production, including graphics, lighting, audio, teleprompter use, and editing. Workshops are conducted by RTN staff who are qualified to teach proper production techniques and procedures.



RTN production classes are designed to instruct and fully prepare each student to use the digital production studio and non-linear editing systems with confidence and skill, enabling them to create and produce their own television programs. **Training or memberships from other Public Access training is not transferable. There are limited opportunities to waive training that is needed to operate the equipment at RTN. See Staff for details.**

The following are required steps for becoming certified as a community producer:

- Attend orientation
- Attend and complete appropriate workshops
- Complete and pass all written and practical tests (this is a requirement prior to applying for membership)

RTN reserves the right to adjust all fees.

2.5 Re-Certification

Individuals whose certification has lapsed may renew their certification by taking and passing a practical test. The practical tests are conducted only at the end of regularly scheduled workshops. A fee will be charged to take the re-certification test. The test will be administered once per person. This option applies only to persons previously certified by RTN.

Individuals failing the re-certification test must successfully complete the entire applicable workshop in order to become certified. Regular fees apply. Please see RTN staff for further details.

2.5.1 Waivers (For Proficiency Testing Only)

Opportunities are available for individuals having experience producing content for other community access centers to waive the certification requirements for taking production workshops at RTN by auditing any of the workshops being offered.

Individuals will be required to pay the entire fee for the workshop. Handouts will be provided. Attendance is not required. There will be two opportunities to take a practical test. If you are unable to successfully pass the second time, you will be required to take the workshop. All fees will apply.

2.6 Production Workshops

Introduction to Public Access

This workshop is an introduction to public access and is designed to provide participants an overview of the operational policies and technical procedures for Raleigh Television Network. Individuals wishing to learn how to use the production facility and its equipment must first attend the Introduction to Public Access Workshop. In this workshop, participants will learn about access facility management, training for certification, developing and producing video content and recruiting production volunteers.

Field Production

This workshop is intended for individuals who either already have a basic understanding of the fundamentals of video production or who have never touched a camera before. The cameras eligible for check-out are used for instruction during this class.

In the Field Production Workshop, we focus on three areas of video production; cinematography, lighting and audio to give participants a working knowledge of equipment functions and basic field production.

The information that is provided will not give you an automatic mastery of the equipment. The course, however, will allow you to develop skills to produce a program using portable video equipment on location.

Final Cut Pro Non-linear Editing

This objective of this workshop is to give you a basic working knowledge of how use Final Cut Pro 4.5 HD editing software. In the workshop, you will learn the basic steps for editing a project including how to log and capture your video and how to complete a project for broadcast.

The information that is provided will not give you an automatic mastery of the editing system but is designed for independent community producers to create high-quality videos and programs for Raleigh Television Network Public Access Channels 10 and 22.

Studio Production

The studio facility at RTN offers individuals a sound-proofed studio environment that is equipped with three cameras (two with teleprompters), a production control room, studio lights, set pieces and all of the equipment required for a live or taped television production.

The workshops offered for certification in studio production are designed to instruct users on how to use the production video switcher, the production audio board, the character generator, and the teleprompter for live and taped studio programs. It includes teaching basic camera operation, production switching/directing, audio mixing and microphone use, graphics creation, title pages, credits, studio lighting, video integration, teleprompter operation, and how to receive viewer calls for live shows.

Studio Camera Operation

This class is designed for camera operators. Introduction to studio procedures, camera moves, audio set-up and crew communication are taught. To complete certification, the student is required to provide four hours of volunteer work with a certified RTN studio production.

Control Room Audio

This workshop is designed to cover the basic operation of audio board in studio production control room. Set and adjust recording and trim levels, monitor audio signals, equalization, microphone use and troubleshooting.

Studio Lighting

This workshop is designed to cover basic studio lighting and how to use the lighting board. Students learn basic 3-point lighting, how to properly and safely use 1K and 2K light instruments.

Compix Media Character Generator

This workshop is designed to cover the operation of Compix Media character generator for the purpose of creating titles, credit pages, headings and full page graphics.

Teleprompter

This workshop is designed to cover use of a teleprompter for studio productions.

Ingress/Egress Workshop

This workshop is designed to teach users how to use Crispin automation software that is customized to cue and set-in and out points for dubbing complete productions (episodes) to the Omneon server for play out on Raleigh Television Network. Videos are to server for editing and programming and producers are given a log-in identification name and space accommodation.

Producers Workshop

This workshop is designed to review the operational policies and procedures for successful studio production. Students will learn about the creative roles and responsibilities involved in developing a show. Additional instruction will cover pre-production techniques, production management skills, recruiting an experienced crew, using volunteers and how to properly format a show.

RTN reserves the right to cancel or postpone any workshop.

2.7 Producer Responsibilities

Be aware of deadlines, important dates and procedures for studio reservations, quarterly seasons, schedules and contract applications for channel time and RTN's operating policies and procedures for equipment use.

General Guidelines include but are not limited to the following: Each certified individual who plans to produce a program to televise on RTN as a community producer must submit a completed Program Proposal for each program series that he/she intends to televise on RTN10 or RTN22. A producer may televise no more than two program series for which he/she assumes full responsibility for program content.

The producer must certify that the content complies with RTN Programming Policies and Procedures and must agree to hold RTN blameless should their program become damaged, lost or stolen.

The community producer is responsible for damage to equipment or facilities due to misuse, mistreatment, accident, neglect or theft while it is entrusted in their care. The community producer is also responsible for the actions and conduct of their crew including the mishandling of equipment.

Should damage to equipment or the facilities occur, the producer will be suspended immediately, and shall only be reinstated upon receipt of full payment to RTN. The producer is required to report any incidents of damage or theft immediately. Should the producer fail to meet the terms of the repayment schedule, he/she will be suspended indefinitely until full payment is received.

Community access producers are responsible for providing all certified production and other related personnel necessary to produce programming and to operate all equipment used to produce local access programming.



2.8 Production Equipment Use

2.8.1 Guidelines for Studio Production

Community producers are required to provide certified crew members for their productions. The recommended minimum crew requirement for live and taped studio productions is five certified individuals. All individuals using RTN studio production equipment must be certified and active as a paid member. (See membership levels in appendix for details).

Following are some suggestions:

- Five people for live shows that include a variety of production elements such as performances, roll-ins, and more than four people on the set
 - o (director, audio technician, two camera operators, floor director)
- Talking head show with host and one guest
 - o Minimum is three people (director-who does audio, two camera operators)
- Talking head show with host and two or three guests
 - o Minimum is four people (director, audio person, two camera operators)

The producer is responsible for the behavior and activities of their crew and talent during their scheduled production time. Producers are encouraged to advise crew and talent about RTN policies and procedures.

Producers are not agents or employees of the City of Raleigh or RTN. They are independent producers who create programming for themselves or the group they represent and they retain copyright to their programs. RTN cannot authorize the use or distribute any program without the producer's written permission except when required by a regulatory body, government agency or court of appropriate jurisdiction.

Studio Use For Non-Studio Productions

Opportunities are available for use of the studio by individuals who are not certified to use the studio production control, cameras, lights and equipment, but who are seeking a studio for auditions, music sessions and other television production activities.

Users must bring their own equipment or they may reserve one field production unit (which includes one digital camera, microphone, a light kit, and additional accessory items as needed and available).

First priority for studio use is granted to community access users in good standing who have received training for the purpose of producing live and taped studio productions for RTN10 and RTN22, and who are certified to use the studio production control room, cameras, lights and equipment.

Field production equipment use is on a first come first serve basis and must be returned as agreed. **One camera per certified individual or certified person representing a team allowed for check-out.**

Studio reservations and Channel time slots are not guaranteed.

The RTN studio is available from 5:15 p.m. until 10 p.m. Monday through Thursday and from 5:15 p.m. until 7 p.m. on Friday. The studio is available the first and second Saturday of each month from 9:30 a.m. until 1 pm. The studio is not open on Sunday. City of Raleigh staff has first priority for studio use until 5:15 p.m. weekdays. The studio is available for use by community producers at times it is not in use by staff. To reserve studio time, contact RTN staff at 919-996-6278 or email us at community.television@raleighnc.gov.



Producer responsibilities include but are not limited to the following:

- Damages to equipment or facilities entrusted to their care resulting from misuse, accident, neglect and theft.
- Should any of the forementioned occur, the producer's access privileges will be immediately suspended and remain in effect until full compensation is made.

2.8.2 Guidelines for Field Production

Individuals certified to use the field production equipment have access to digital field acquisition equipment for shooting on location. Equipment is available to checkout daily and on the weekends. Field production equipment is reserved and checked out on a first come, first served basis. RTN staff reserves the right to refuse equipment use for non-payment of dues, scheduling conflicts, equipment availability or failure to return equipment on time. Due to the increasing demand for portable field equipment, producers are expected to produce content within six months of their certification. Failure constitutes a minor

violation. (See section 5:5.1.13)

Studio And Field Equipment Reservations

Reservations and use limits are instituted according to the demand and availability of studio, editing, and field equipment. Series producers may apply to reserve the studio for a thirteen (13) week period (quarter season). RTN's programming schedule is divided into four (4) quarterly seasons and producers are required to submit a series agreement for studio use and channel time every quarter.

Requests for studio contracts/series agreements are approved on a first come first serve basis for producers who are in good standing. Failure to submit the required forms (studio proposal form and series agreement) may result in rejection or delay scheduling. Approval is contingent upon technical feasibility and complete documentation. Time slots and studio reservations for live or taped productions are not guaranteed.

Failure to submit required documents by the deadline may result in the suspension of your program for the upcoming series period and ingress/egress access privileges at the dub station or the Final Cut Pro edit suite may also be temporarily suspended.

2.9 Categories Of Memberships

All memberships are subject to review and fee increases.

Raleigh Television Network recognizes several categories for memberships when you have met the eligibility criteria and have completed the certification process. Once the certification conditions have been met, individual have an opportunity to complete the membership process to access to studio and/or field production equipment. As long as they are in good standing and their membership is current, their requests to use the equipment and to broadcast their videos will be available.



Access will be denied for expired memberships. All memberships are annual and payment is due upon expiration. To avoid the immediate cancellation of access privileges including program cancellation, pending payment of dues must be made within two weeks of the first past due notice. If an individual reserves the use of RTN facilities for multiple shows, additional fees will apply for using the studio and field production equipment. (See appendix for details).

2.10 Producer

The independent community producer is responsible for the behavior and activities of their crew, talent and guests during their scheduled production time and they are encouraged to advise their crew, talent and guests about RTN policies and procedures.

Producers, talent, crew or guests who bring children are responsible for supervising them during their visit and scheduled production time. Toddlers should be carefully monitored and watch at all times.

A producer is liable for violations committed by their crew, talent, guests and children. If a producer is unable to meet a commitment to use facilities and equipment as scheduled, staff must be notified within twelve (12) hours or at least one hour before an appointment to edit, pick up equipment, use the studio for a production or to ingress content. Producers are required to return equipment and vacate RTN facilities as scheduled following the completion of a production. Failure to do so constitutes a minor violation.

If a producer contracts to produce a series of programs and is not able to fulfill the commitment, the telecast time for the event may be forfeited and the time may be given to another certified producer.

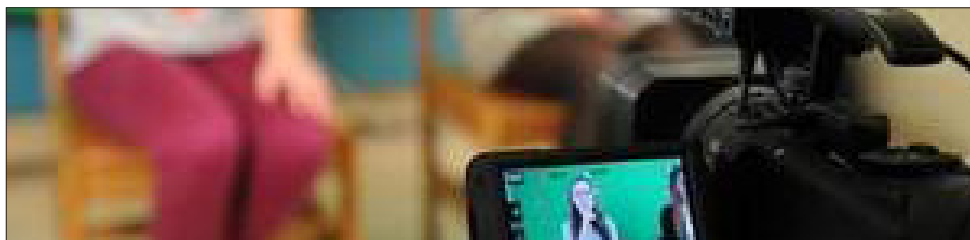
2.11 Production Access User

Production access users provide an invaluable resource to independent community producers. They are adult residents living in Raleigh/Wake County and have successfully completed the certification process by taking the appropriate production classes and serve as crew on studio productions. All individuals using RTN studio production equipment must be certified and active as a paid member. (See membership levels in appendix for details).

Minors may also serve as crew on studio productions with adult supervision. (See Section 2.1 for details).

2.12 Production Interns

RTN provides an excellent opportunity for college students in the field of Mass Communications and other related fields to gain first-hand knowledge and “hands-on” experience in television production. Area college sophomores, juniors and seniors are invited participate in the program, through the auspices of their academic institution, for one full semester.



Section 3: Programming Standards

3.1 Scheduling And Submitting Content (Programs)

Equipment and facility use is allocated and scheduled by staff on a first come, first served basis for producers and access members who are in “good standing” (active certified members). All certified community producers must submit a program proposal that describes the intent and technical requirements for their production.



Community producers who are in good standing, have fulfilled their contractual obligations and who renew their series agreement by the designated deadline will have their contract extended to the next programming season and will maintain their current scheduled timeslots. If an individual suspends his/her programming/production, or is not in good standing, the scheduled time slot becomes available for scheduling of other programs. Being in “good standing” means the producer has no infractions, maintains active membership status (dues paid) and completes and submits the appropriate required paperwork by the posted deadline.

Facilities, equipment use, technical assistance and channel time are provided to residents of Raleigh and Wake County on a first come-first served nondiscriminatory basis. Annual membership fees are required before an individual is eligible to use equipment.

Production facilities and reservations for equipment and series channel time may be refused for violation of policies and procedures. Minor and major violations are found in Section 7. The response to a minor violation is a written warning. With the accumulation of two written warnings and a third infraction within a 13-week period, a community producer faces immediate suspension of privileges for the remainder of the current season. Subsequent suspension within six month will result in a one (1) year suspension. A major violation will result in immediate suspension.

Quarterly Series Contract Renewal

One month prior to the beginning of a new season, each producer must submit a series renewal agreement by the posted deadline. Failure to submit a completed content renewal request by the posted deadline will result in the following:

- Suspension of scheduling privileges and the first live production;
- The 1st taped episode of the “new” season being preempted;
- Potential loss of the requested time slot for the quarter;
- Generation of a written warning notification; and,
- The producer may be ineligible to reserve or check out the studio or field production equipment.

A. Submitting Content

Programs submitted after a new series period has begun will not be scheduled; however, they may be submitted at the beginning of the next series period. Special consideration may be made for submissions on a case by case basis.

B. Types Of Programs

Studio Productions

A variety of programs are telecast on RTN channels; including taped and live call-in studio shows. The opportunity to telecast a live program is available to citizens who have demonstrated their competency to handle the demands of a live production as well as the ability to develop a core group of certified access production users to operate the necessary studio and control room equipment.

Access shows that are televised live from RTN's studio are currently scheduled for weekly play out on RTN 10 according to the schedule below:

| Studio Production Schedule Weekdays | LIVE Studio Production Times Weekdays |
|-------------------------------------|--|
| Mondays | 6:00 p.m. - 9:30 p.m. (last show begins at 8:30 p.m.) |
| Wednesdays | 6:00 p.m. – 9:30 p.m. (last show begins at 8:00 p.m.) |
| Thursdays | 6:00 p.m. – 9:30 p.m. (last show begins at 9:00 p.m.) |
| Fridays | The last show begins at 5:00 p.m. Studio must be cleared by 6:30 p.m. |

***Consideration (on a case by case basis) may be made for an individual who requests to practice on a piece of equipment following training and certification.*

Must complete application and pay applicable membership fees.

Requests to reserve studio time for a live production will be considered on an individual basis. The opportunity will be made available upon successful completion of a minimum of seven (7) episodes of a taped program produced during the previous season. A season is thirteen weeks.

Requests to reserve studio time for a taped production will be considered on an individual basis after all live productions have been scheduled for the programming season.

Also, individuals not certified in studio production may request to use the studio as a break drop for field production tapings provided they use portable equipment lights. If using studio lights the individual must be certified.

| Production Schedule Weekdays | Studio Production Times |
|---|-------------------------|
| Saturday (First and Second of each month) | 9:00 a.m. -1:00 p.m. |

Taped Productions

An active producer may schedule a regular time slot for (13) weeks to telecast a taped program. Repeats are scheduled at the discretion of staff and are not guaranteed; however, efforts shall be made to schedule repeats in a regular fashion during every thirteen - (13) week series period. A minimum of two repeats per show are scheduled.

3.2 Programming Rights

Programs produced using RTN production equipment or facilities must first be telecast on RTN10 or RTN22 prior to being presented in any manner to any other audience. Producers retain all copyright rights and responsibilities for their programs.

Creating an audience for a specific community television program is the responsibility of the producer.

3.3 The First Amendment

The FCC and the Supreme Court have strongly and consistently supported First Amendment rights over all other concerns. Federal Communications Commission (FCC) rules regarding language and other programming content on Public Access cable television differ significantly from the rules and regulations regarding the content of commercial or non-commercial public, broadcast programming.

Local franchising authorities are prevented by federal law from making PEG programming decisions based on program content.

“A CABLE TELEVISION FACT SHEET” issued in May of 1998 by the FCC outlines the criteria that Franchising Authorities are required to follow. The fact sheet states that:

In accordance with applicable franchise agreements, local franchising authorities or cable operators may adopt on their own, non-content-based rules governing the use of PEG channels. For example:

- Rules may be adopted for allocating time among competing applicants on a reasonable basis other than the content of their programming;
- Minimum production standards may be required; and,
- Users may be required to undergo training.” By definition, Public Access channels are programmed by amateurs.

“Federal law permitted a cable operator to prohibit the use of a PEG channel for programming which contained obscene material, sexually explicit conduct, indecency, nudity, or material soliciting or promoting unlawful conduct. However, the U.S. Supreme Court determined that this law was unconstitutional. Therefore, cable operators may not control the content of programming on public access channels with the exception that the cable operator may refuse to transmit a public access program, or a portion of the program, which the cable operator believes contains obscenity.”

Source: Section 611 of the Communications Act

3.3 Program Content

Each community producer must submit a completed program proposal for studio and/or field production and certify that the content complies with RTN guidelines. All program content shall be non-commercial in nature and shall not make any reference to the acquisition of a product or the promotion of a service or event. The community producer must secure signed talent releases and written permission from copyright holders for audio, visual or written material used in their program, regardless of the “fair use” test and must provide copies to RTN, upon request.

Programs must not contain:

- Any material that is obscene, libelous, or slanderous or knowingly violates any federal, state or local laws;
- Lottery, gambling or pari-mutual schemes;
- Material designed to promote the sale of products or services; or promotions and endorsements for individuals seeking public office;
- Solicitation of funds; or,
- Materials or performances that require copyright or trademark authorization unless written authorization for the use of such material have been secured.

The inclusion of any of the aforementioned constitutes major violation (see section 7).

A program which contains any of the following may be considered “potentially offensive” when any material or work that displays or exhibits any of the following:

- Genitalia; or,
- Acts of human masturbation, sexual intercourse, sodomy, fellatio, cunnilingus, bestiality, excretory activities or bodily organs.

The above items shall be deemed obscene only:

- Where the average person applying contemporary standards would find that the material or work, taken as a whole appeals to the prurient interest;
- Where such work or material depicts or describes such activities in a patently offensive way; or,
- Where such work or material taken as a whole lacks serious literary, artistic, political or scientific value.

Material shall be declared adult if it displays, includes, references or exhibits any of the following;

- Strong sexual content, depicts or simulates sex acts;
- Exposes the female breast(s) pursuant to City of Raleigh Code 13-3002;
- Representation of the human genitalia;
- Descriptions and graphic verbal or visual depictions or representations of bodily excretory functions pursuant to City of Raleigh Code 13-30013; or,
- Excessive violence, such as verbal or visual graphic depictions or representations of rape, murder, suicide or physical assault; or derisive adult language, either visual or spoken graphic depictions or representations, [i.e., sexually connoted expletives], pursuant City of Raleigh Code 13-3007.

Mature (adult) audience programmers are required to include the following viewer advisory immediately prior to, at least once during and at the end of the program:

The following (this) program may contain language and subject matter unsuitable for children. Parental discretion is advised. The views and opinions expressed in this program are not that of the City of Raleigh, Raleigh Television Network or Time Warner Cable.

Mature audience programs shall be telecast during periods designated for adult viewing. (See definitions, Section 1.5, pg. 7)

A program that includes material meant for a mature audience must include this information on the program proposal and program statement of compliance form. Failure to include the nature of a program that is not intended for a general audience shall constitute a major violation. Programming that is adult in nature shall only be telecast during adult viewing periods and will not be eligible for repeats. (See definition for adult programming).

3.4 Program Liability

Community producers and content providers must sign a statement of compliance as part of the application process prior to submitting a program or series to be televised on RTN10 or RTN22. Program content is solely the responsibility of the producer.

Producers must identify themselves graphically at the end of their program. Producers must state their name, contact address or phone and email address for questions and/or comments. Fictitious names shall not be used unless intended for creative and theatrical performances during a production.

Users of the production facilities and equipment at RTN must conclude each episode with the following in the closing credits:

The proceeding program was produced at the production facilities of Raleigh Television Network or with the use of television field equipment from RTN. The views and opinions expressed are not those of the City of Raleigh, RTN, or its staff.

For more information about ***name of program***, contact ***producer name*** at ***producer's home address or post office box, e-mail address and telephone.***

The preferred audio and/or video statement for an individual, non profit organization or business that donates goods and services to the producer for their program that defrays cost shall be acknowledged as **"The following (or preceding) community program has been made possible in part by (name the sponsor)."**

The inclusion of logos, slogans or video that in any way identifies or promotes a business, event or commercial entity are prohibited and constitutes a major violation.

3.5 Programming Scheduling

Producers must submit programs that meet the technical standards for telecast on RTN10 or RTN22. Locally (Raleigh/Wake County) produced programs have priority over programs produced outside of the service area. Non-locally produced programs have last priority and will be scheduled in accordance with the availability of channel time and space.

- A. Raleigh/Wake County residents may submit programs to be telecast on RTN10 and RTN22. These persons must abide by all RTN policies and procedures.
- B. Certified community producers must telecast their programs on RTN10 or RTN22 prior to displaying or presenting them in any other venue. Creating an audience is the responsibility of the producer.

3.6 Reservations/Program Submissions

An active producer may reserve the studio for production of a live program for no more than one locally produced series at any given time. This schedule shall correspond with the telecast schedule for a live weekly, bi-weekly or monthly production. All programs will be scheduled to repeat, at the discretion of staff. Repeat showings are not guaranteed; however, staff shall attempt to schedule repeats in a regular fashion during every thirteen (13) week series period. As stipulated in the Series Agreement, the agreement is nullified if the producer fails to either complete or cancels two productions during the thirteen week period.



- A. Failure to submit the minimum number of programs prior to the start of a new program series will result in cancellation of the series contract. However, the programs may be submitted prior to the beginning of the next series period. Special consideration may be made for submissions not seeking a weekly, bi-monthly or monthly time slot.
- B. Channel time is not guaranteed (see section on scheduling content).
- C. If a producer commits to a live telecast date and time and is not able to fulfill the commitment, the telecast time for the event will be canceled. RTN reserves the right to suspend a live production when a producer cancels more than four productions during a thirteen-week (13) series period.
- D. RTN reserves the right to preempt studio, editing, equipment checkouts or scheduled telecasts. Every effort shall be made to notify the producer prior to the schedule change and the preempted time will be rescheduled as soon as possible.

3.7 Advertising Or Commercial Programming

- A. Programs produced at RTN facilities and with RTN's production equipment and transmitted over Public, Education and Government Access channels shall be non-commercial in nature. RTN community producers may not receive funding, goods or services as compensation for productions utilizing public access facilities and/or equipment. Advertising material of any length or type or the promotion of any business, product, service or the appeal for money constitutes a major violation. Telephone numbers and addresses shall not appear or be presented at any time during live or taped programs but may appear in the closing credits at the end of the program.
- B. A program is commercial when one or more of the following conditions exist:
- RTN facilities and/or equipment are used by a member of the public to produce a program intended for telecast on a commercial broadcast station, cable local origination television channel or distributed by direct sales to consumers; and/or are telecast on a commercial television channel three times during a twelve (12) month calendar period;
 - The mention of cost, fees and/or product or price comparison; the mention of "in stores now"; placement of logo, video or product within and at the beginning or end of a program; and the mention of "free" offers at no cost;
 - This includes the use of graphics, video clips and audio that identifies a business and its location; or,
 - Any visual or audio recommendation of a commercial entity, business, or event and/or such practices constitutes commercial content and is a major violation.

Community producers are required to advise guests of the rules regarding on-air conduct when discussing their profession or business. Producers are required to notify RTN staff in writing within 30 days of any violation of the non-commercial requirements. Failure to notify RTN by the deadline constitutes grounds for immediate suspension of all equipment use and programming privileges.

3.8 Identification Of Program Guests

In an effort to promote a safe and hazard-free working environment, community producers shall be required to provide a list of names of individuals invited as guests to visit RTN during a live or taped production. Additionally, producers must select a crewmember to greet other crewmembers and guests at the door prior to production. This will assist staff in knowing who should be allowed in the studio when productions are scheduled and it ensures safety for everyone.

Guests who appear on RTN programs may be verbally identified as a representative of a business. Commercial or business representatives may not have personal or business telephone numbers or addresses stated or displayed during the program, but may be included in the closing credits at the end of the show.

3.9 RTN Community Bulletin Board

RTN offers a community bulletin board for local organizations to promote activities and events in Raleigh and surrounding municipalities in Wake County. The community billboard provides public service announcements, upcoming city events via City View Calendar, information about municipal services, a variety of community meeting announcements and a spiritual calendar of events as well.

To publicize a community event, submit your announcement:

Via email to community.television@raleighnc.gov

By visiting raleightelevisionnetwork.tumblr.com

Or fax **919.831.6877**

You can also send mail to:
Raleigh Television Network
Community Bulletin Board
P.O. Box 590, Raleigh, NC 27602

Announcements submitted by mail or fax must be clearly typed. Please submit your request at least two weeks in advance to give your announcement time to broadcast several times prior to your event.

RTN reserves the right to edit any announcement and does not guarantee that your announcement will be televised. "Commercial" announcements for the purpose of solicitation of funds for any reason and advertisements for political campaigns are not permitted on the RTN22 Community Bulletin Board.



3.10 Underwriting And Sponsorships

Producers may receive funding to meet the production needs for their access shows for not-for-profit purposes. Funds through grants, underwriting and sponsorships may not include the labor (time) for the producer or crew. Items that may be supported by donating goods and services that are permissible expenses are:

- Equipment rental;
 - Transportation;
 - Sets and props; and,
 - Meals.
- A. The contribution of goods, services and funds for the production of community access programs on RTN10 or RTN22 may be considered taxable income by the Internal Revenue Service (IRS).
- B. The producer must identify any individual, business, not-for-profit organization or institution that donates goods and services that defrays production costs. The notice shall be placed at both the beginning and at the end of the program and in no other location.
- Total credit mention may not exceed (60) seconds per half hour segment.
 - The preferred audio and/or video credit should state:
“The following (or preceding) community access program has been made possible in part by (name of the sponsor).”
- C. Underwriting and sponsorships must be reported to RTN.

3.11 The Use Of Copyright Material

Don't underestimate the importance of following copyright laws.

Copyright is a form of protection provided by the laws of the United States to the creators of “original works” including literary works, movies, musical works, sound recordings, paintings, photographs, software, live performances, and television or sound broadcasts. This protection is available to both published and unpublished works. The Copyright Act generally gives the owner of copyright the exclusive right to:

- Reproduce the work;
- Prepare other works based upon the work (“derivative works”);
- Distribute copies of the work by sale or other transfer of ownership, or by lease;
- Perform the work publicly; and
- Display the copyrighted work publicly.

The copyright owner also can authorize others to do all of the above.

Copyright law only covers the particular form or manner in which ideas or information have been manifested, the “form of material expression”. It does not cover the actual idea, concepts, facts, or techniques contained in the copyright work.

Community producers must secure signed talent releases and copyright material release forms from holders of audio, visual or written material used in their programs and must provide copies of these materials to RTN.

- Copyright laws may be broad and confusing but ignorance does not release you from obeying these laws. You will be responsible for knowing the laws and following them.
- Copyright laws don't cover ideas or concepts.

If you have questions regarding copyright laws please visit <http://www.wipo.int/copyright/en/>.

Please contact RTN to see if any of the above mentioned forms are available.

3.12 Promotion

Creating an audience for a specific community television program is the responsibility of the producer. Producers are encouraged to create :30 video promos for play on RTN 10 and RTN22.

3.13 Program Archive

RTN has limited space and does not keep program media content (show episodes) beyond thirty (30) days. After thirty days unclaimed media will be discarded. Program files will be kept on the Omneon one week after the last play date. RTN provides weekly file maintenance and deletes old episodes on a regular week-to-week basis.

3.14 Dubbing

Producers are responsible for scheduling time for all dubbing needs. Dubbing is not done by RTN staff. A fee will be charged for dubs made by RTN staff.

RTN staff services may be used to ingest programs, for a pre-paid \$50.00 per half hour fee.



Section 4: Technical Operating Procedures

4.1 General Requirements

You must have a scheduled reservation to use RTN's studio and field production equipment, Final Cut Pro editing systems and the Crispin Asset-base software for ingesting content to the server.

If there is a cancellation or someone's time is forfeited, you may be allowed to use the equipment. You still **MUST** make a reservation.

A. Equipment

Studio and field production and equipment and facilities are available to all certified producers on a first come, first served basis and must be used for the sole purpose of creating non-commercial content. All programming produced through use of RTN equipment must run first on RTN public access cable channels. Reservations and use limits may be instituted according to the demand on and availability of studio, Final Cut Pro editing, Crispin ingress/egress facilities, and field production equipment.

B. Producer Responsibilities For Equipment Use

Programs produced with RTN equipment must be created for telecasting on RTN10 or RTN22. All certified producers must submit an application form (and maintain accurate information on file at all times) to be eligible to reserve and use the equipment.

Producers are required to return equipment and vacate RTN facilities as scheduled. Failure to do so constitutes a minor violation.

Producers who are unable to meet a scheduled commitment for studio, editing or field production use must notify RTN at least one hour prior to an appointment to edit, pick up or use the studio for a production.

RTN staff verifies the functionality of equipment prior to each equipment check-out and studio productions. Community producers are also encouraged to check equipment before checking it out and using it. Use of public access equipment for any use other than the production of programming to run on RTN10 or RTN22 is strictly prohibited.

RTN reserves the sole right to adjust studio facility and equipment use policies.

C. Hours

Facility operating hours and equipment use are during RTN's daily hours of operation. Please refer to page 6 for specific hours of operation.

D. Reservations

Only certified producers may reserve RTN's equipment, edit suites, studio facility or other services.

Producer's scheduled sessions will be cancelled if the producer is 15 minutes late. Sessions will be rescheduled only on request of the producer. Please see RTN staff to reschedule.

E. Scheduling Conflicts/Problems

RTN is committed to maintaining adequate resources for community producers' use as scheduled. Unfortunately, circumstances beyond the control of RTN staff may result in requested equipment not being available at the time requested. Examples include, but are not limited to:

- Equipment failures;
- Equipment unavailable due to maintenance or repairs; and,
- Failure by a producer to return equipment on time.

RTN will make every effort to notify producers prior to the scheduled time, when an unanticipated circumstance affects equipment availability.

RTN/RTN staff is not responsible for programs (tape media) damaged, lost or stolen.

F. Minors

Individuals under the age of 18 years of age may use RTN equipment only if a qualified and certified adult supervises the minor, assumes responsibility for all activities associated with the minor and meets the conditions and requirements outlined in Section 2.1.

G. Food and Drink

Food and drink are not allowed in the following areas:

- Studio;
- Studio production control room;
- Final Cut Pro edit suites;
- Ingress/egress workstations; or,
- Any location where production equipment is located.

4.2 Program Submission

Each user must successfully complete the certification process by attending the appropriate workshops and completing all written and practical tests to become qualified to reserve and use the production equipment and studio facility provided by the City of Raleigh,

How To Submit A Pre-Produced Program

All producers/program providers submitting a program to be aired must have completed these requirements prior to the execution of the seasonal schedule:

- Attended a quarterly orientation session;
- Filed a current application;
- Paid all fees in full;
- Completed and submitted a current Series Contract and a Program Disclosure and Indemnification Agreement that describes the content of the program;
- Paid for and successfully completed a training session on how to ingress their program;
- Have three shows "in the can" and ready to air in the week prior to the beginning of a season.

Any misinformation on the Application, Series Agreement (Program Disclosure and Indemnification) may constitute a violation and staff reserves the right to preempt the program.

Ingesting A Program

Producers and/or program providers must schedule time to ingest their program to the server, by use of the Ingest/Egress station, prior to the air date of their program. Ingesting is completed in real time. A half hour program takes a half hour to ingest. Producers may schedule ingest time in 30 minute intervals, for up to a total of 90 minutes.

RTN accepts the following formats for ingesting programs to the server;

- Mini DV (no 80(SP)/120(LP) Mini DV's can be used with the adapter)
- DVD
- Firewire ports for play-out from a laptop
- SD Card (mp4 format only)
- Producers using Final Cut Pro to edit can transfer files in **QuickTime (.mov)** movie format through the edit suites with a portable hard drive (**no compression, self contained w/ setting to DV NTSC 48khz**). This is the only format that is **not** real time ingest.

Other formats still available are: SVHS/VHS TAPES (in standard two hour mode only), DVCPRO, and DVCAM.

No source is available to playback video recorded in LP (long play) mode. All formats should be recorded to standard mode only. Ingesting all other formats must be arranged through staff.

4.3 Technical And Operational Requirements

4.3.1 Technical Requirements

RTN staff reserves the right to preempt any program that does not meet the technical standards. Due to the nature of the software used by RTN; each video tape and DVD used to submit programming to RTN must meet the following technical and operational standards:

1. All programs produced at the Raleigh Television Network or with RTN equipment must credit the contribution of Raleigh Television Network at the conclusion of the program (see Disclaimers 6.2.6)
2. 15 seconds of color bars and tone at the beginning of each program to check luminance, chroma, and audio levels, followed by 15 seconds of black.
3. .30 seconds of black at the end of the program with no interruption of the control track.
4. Any break in the control track will impede the ingress process to the server. Any tape brought in for ingest without the 30 seconds before the program may lose part of the opening of the program. Programs, including closing credits, should be 28:30 for ½ hour programs and 58:30 for one hour. Programs that exceed this may jeopardize the closing/ending of the program.
5. Recycled video tapes commonly transmit poorly, degrading the signal and causing video dropouts and noise and are not recommended for ingress. RTN staff reserves the right to preempt any program that does not meet the technical standards.
6. All shows loaded to the server through the Ingress/Egress rack must be in the server one week prior to their air date or risk being preempted with another program of RTN staffs choosing.
7. Luminance levels should peak at 100 IRE units on the waveform monitor and sync levels at 40 IRE units for proper video transmission. Anything above or below these FCC limitations causes incorrect video signals that may degrade picture quality. If you need help in obtaining color bars, black or tone, RTN staff can assist you in obtaining a copy with the correct levels.

8. Audio tracks should be recorded in normal mode and not on the HI-FI setting. RTN programming is currently sent to TWC and ATT's U-Verse as a two channel mono mix of audio channels. Audio levels should range between -4db and 0db for proper playback levels. The audio signal must have no hum, feedback or signal loss. Unacceptable audio levels can result in a program being preempted.
9. All technical problems detected with editing, studio or field production equipment should be reported by completing a technical discrepancy report. These forms can be found outside the maintenance shop or see a member of RTN staff. Please be sure to leave your name, telephone number and a clear description of the problem. Producers are responsible for any damage to equipment, and must pay for repairs/ replacement before they can check out equipment again.
10. All producers using the production studios at RTN must maintain a minimum of three trained crew members to produce a show in the studio and must include two control room personnel and one camera operator.
11. Each crew member must successfully complete training and proficiency testing for each piece of equipment they operate. RTN recommends a crew of five members for a studio production to ensure enough personnel are on hand. The producer of the show is responsible for all members of their team.
12. It is their responsibility to ensure all members are trained in the operation of any equipment they are using. They are also responsible for the conduct of any member while at the facilities of RTN. They will also be held responsible for any equipment damage due to abuse of a crew member or unauthorized use of RTN's equipment. Failure to report any damage incurred may result in a suspension of privileges. Producers will be responsible for repairs/replacement of any equipment damaged by members of their crew.
13. Any graphics or teleprompter files saved to the computers in the control room must be saved under "DOCUMENTS" with the name of the program in the title, or in a folder with the name of the program. Deleting unused files will be the producer's responsibility. Tampering with other producer's files may constitute a major violation.

4.4 Crew Requirements

- A. All producers using the RTN production studios must maintain a minimum of three trained crew members to produce a show in the studio;
- B. Each crew member must successfully complete training and proficiency testing for each piece of equipment they operate;
 - a. RTN recommends a crew of five members for a studio production to ensure enough personnel are on hand; and,
 - b. The producer of the show is responsible for all members of their team.
- C. It is the responsibility of the producer to ensure all members are trained in the operation of any equipment they are using:
 - a. Producers are responsible for the conduct of any crew member while at the facilities of RTN;
 - b. Producers will be held responsible for any equipment damage due to abuse of a crew member or unauthorized use of RTN equipment;
 - c. Failure to report any damage incurred may result in a suspension of privileges; and,
 - d. Producers will be responsible for repairs/replacement of any equipment damaged by members of their crew.

4.5 Disclaimers

All programs produced at the Raleigh Television Network or with RTN equipment must credit the contribution of Raleigh Television Network during the closing credits of the program. Studio programs must include the following disclaimer:

“The proceeding program was produced using the production equipment and facilities of Raleigh Television Network. The views and opinions expressed are not those of the City of Raleigh, Raleigh Television Network or its staff.”

For more information about *name of program*, contact *producer name at producer’s home address or post office box, e-mail address and telephone*.

A program scheduled for telecast on Raleigh Television Network’s (RTN) Public Access Channels should not include advertisements or promotions of any sale items. Any sponsor acknowledged in the credits (at the end of the program), must be done so in plain text and not with the sponsors logo.

Failure to adhere to the above technical standards may constitute a violation subject to program preemption.

4.6 Studio Graphics and Teleprompter Files

All graphics or teleprompter files saved to the computers in the control room must be saved under “DOCUMENTS.” Use the name of the program in the title or in a folder containing the name of the program. Deleting unused files will be the producer’s responsibility. Tampering with any other producer’s files may constitute a major violation.

4.7 Ingress/Egress Workstation

The functional nature of the ingress process for programs airing on RTN10 or RTN22 requires that producers adhere to the following process:

1. All shows must be ingested to the server at least one week prior to the programs scheduled play date;
 - a. The Crispin software enables each producer to ingest up to four program episodes at a time for either a half-hour program or an hour program;
 - b. Show episodes loaded to the server later than one week prior to their air date risk being preempted with a default program such as the Community Bulletin Board, Classical Arts Showcase, or another program of RTN staff choosing;
 - c. Each program episode will reside on the server for one week after the last scheduled air date;
 - d. New episodes may be ingested after a program is deleted from the server. You may ingest as many as needed to maintain the four episode maximum;
2. Producers are responsible for scheduling their ingest times. They may call 919.996.6278 or 919.996.6766 to reserve time.

**BEFORE YOU CAN START THE INGRESS PROCESS OR RESERVE
TIME TO USE THE EDIT SUITES OR MAKE COPIES, YOU MUST
RESERVE A TIME SLOT**

4.7.1 Procedures for Ingesting a Completed Episode at RTN on the Edit Suite or at the Egress/Ingress Workstation

If you are providing content that you are editing at on your own equipment (regardless of the platform), you must attend the FCP Xpress workshop by scheduling an appointment to reserve a time to train with a staff person at RTN.

You will receive training on how to ingest via your portable hard drive a quick time file or with a DVD video for file transfers. Your content must be in the correct **.mov** format in order to proceed with the training. (See RTN staff engineer for details).

Steps For Logging Into Crispin Asset Base To Reserve Time Slots

1. On the Ingress/Egress PC desktop, double click on the Crispin Asset base icon.
2. The Crispin Asset base Log-in window will be displayed. Type in your username in the entry box. Press the tab key and type in your password in the entry box.
3. Click the Connect to Asset base box.
4. The Producer box page will be displayed.
5. Click on the Reserve tab. This will display a pull-down select resource box.
6. Select a resource from the pull-down selector, Dub 1, Dub 2, FCP1, FCP2 only.
7. Click on the small calendar beside the schedule date text box. Select the desired date on the pop-up calendar, and click the submit button.
8. This will cause all available time slots for the specified resource on the specified day to be displayed. To reserve an available time slot, click the selector button to the left of the empty time slot for each desired slot and click the reserve button. Be sure to pick consecutive times, as only the available times are displayed. (Example; Be sure if you are picking multiple sessions that 2:00pm is followed by 2:30pm and not 3:00pm.)
9. The Reserve Time slot page will open containing the resource to be reserved and time slot(s) that it is reserved for. It is good policy to put a comment in available box as to what episode and media you will be ingesting. If the times and resource are correct, click the Reserve button. The Reserve Time slot- status page will be displayed. Click the OK button when you have completed making your reservation.

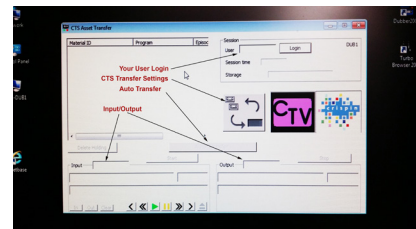
4.7.2 Procedure to Ingest Media Clips into the Video Server System

1. On the PC desktop, double click on the CTS Transfer icon.
2. The CTS Asset Transfer window will be displayed.
 - a. Type in your username in the entry box.
 - b. Click the login button. A small pop-up window will be displayed
 - c. Type in your password
 - d. Click the OK button.
3. The Session Time will be displayed in the Session area and all the producer's stored media for editing is displayed in the Material area on the left.
4. Click on the Transfer Wizard button to the left on the CTV icon.
5. Select Ingest for the type of transfer and click on to next.

6. It will prompt the operator for the destination, click on to next.
7. Then it will prompt the operator for the video server, click on to next.
8. Select Program to Air for the Type of Media for clips ready to air. All the options are available and the producer can pick them for raw material to edit.
9. Specific episodes can then be selected with the drop-down menu.
10. Use the transport controls to find the “In Point”, once the “In Point” has been found, click the “In” button to set the “In Point”. Then fast-forward to the end of the clip and once that point is found, click on the “Out” button to set the “Out Point”. Once the “Out Point” is set, the Auto Transfer button becomes active. To begin the auto transfer process, click the Auto Transfer button and the CTS Transfer Wizard will begin.

4.7.3 Procedure for Deleting Video Content from Crispin Asset base and CTS transfer

This applies to clips that you are going to edit. Completed episodes will not be listed in this box. Once you have edited your clips and have completed an episode to be aired, you can delete the clips you edited next time you use CTS transfer, by highlighting the clip and selecting the “delete material” button.



4.7.4 Procedure for Using FCP for Video File Transfers to the Video Server

Individuals using Final Cut Pro (FCP) for editing content or transferring video file to the server must be trained and certified to use the system. RTN offers community producers/access users the following resources for editing:

- 2-G5 Macintosh workstations loaded with the 7 version of Final Cut Pro
- 4-Portable hard drives - one has 500 gigs and 3 have 250 gigs each that are available for producers to use to storage unfinished projects until they are complete and ready to send to the server as a video file for play out.
- If you use Final Cut Pro (FCP) at home, you can create an QuickTime-movie (clip) as a file to a portable hard drive and ingest via FCP for play out to the server. Due to the different versions of FCP, any QuickTime-movie must be imported to FCP and recreated as a QuickTime-movie on our edit stations to ensure play out from our server.

4.7.5 Procedures for Transferring .mov files from Portable Hard Drives to the Mac

It is no longer acceptable to transfer files from your portable hard drive directly to videoclips. You must open a final cut project, import your .mov files and recreate a QuickTime movie (.mov file) to save in videoclips with no black or bars. be sure to copy all episodes to your media file for back up. Be sure to include the extension “.mov” to the name of the clip or it will not open in the server. Anyone not following this procedure will be required to come back in and follow procedures in order to have their program aired. No more than 4 programs can be sent at any given time, and you must have signed in and out of assetbase for your clips to transfer to the server. Anyone not adhering to this policy will be written up for a violation.

All Final Cut Pro projects must be trimmed to have no black or color bars when creating a QuickTime movie.

4.7.6 Procedure for Deleting Video Files/Clips from FCP

Do not delete any episode yourself without checking to see that it has been verified.

By following this rule we can insure that your time at the edit suite is not wasted and prevent you from having to return to redo a project; staff will be responsible to review your completed project on the server to insure that it will play out correctly. If you need any help with any procedures, please ask for assistance.

It will be the responsibility of the user to delete material that will no longer be used to edit. It is imperative that you remove the completed files in order to conserve space on the hard drives.

4.7.7 Procedures for Using Final Cut Pro

The RTN digital production environment is uniquely designed to enable citizens who are trained to use Final Cut Pro and the ingress/egress workstation to have the ability to perform the multiple production tasks required to complete video projects. To maximize time and resources, producers **MUST follow the steps** below before proceeding to edit on Final Cut Pro:

1. All clips for editing must be ingested to the server via CTS Transfer. Schedule time to ingest using the Crispin Assetbase, at least 24 hours prior to your edit session.
2. Schedule your edit session through Crispin Assetbase to FCPEDIT02 or FCPEDIT03.
3. Sign on to the Mac with FCPEDIT (password; rtn).
4. Hook up the portable hard drive to the Mac and turn on (personal HD or an RTN drive).
5. Open Internet Explorer to the Crispin Assetbase and sign on (user; your name) (password; rtn). Under FCP Edit, click on "Activation", click on red dot to highlight your session and click on "Activate". Minimize Explore to use later.
6. Open FCP for a new project or from a previous document on the portable hard drive. Under the Final Cut menu click on "System Settings" and set the scratch disks (for Rendering, Capture, Autosave, etc. to your portable hard drive. For new clips, click on the file tab, scroll down to "import" and click on "files". In the new window click on "Macintosh HD" on the left, then "users", then "fcpedit" and then "videoclips". Highlight the desired clips and click on the "choose" at the bottom right corner. If an existing document shows media missing, the media manager should open to locate the media from the file transfers. If not media manager is under the file tab. The missing media should be under the Macintosh HD under "videoclips". (Click on Mac HD / users / FCPedit / videoclips).
7. ***You are now ready to edit.***

All new FCP documents must be saved to a portable hard drive. All completed projects (openings, closings, etc, or episodes ready for airing) must be saved in the following manner:

- Highlight "sequence" in the project menu. Click on the file tab and scroll down to "export", and click on "QuickTime movie". In the pop up window, name your file in the "save as" box, followed by ".mov". (note: a QuickTime movie without the ".mov" extension will not open on the server) In the window below it must say "videoclips". (go to Mac HD / users / fcpedit / videoclips) Click on the save button on the bottom right and the QuickTime movie will start to generate.

Completed episodes must contain no black or color bars, and should be 28:30 or 58:30 in length.

- ***YOU MUST CLOSE OUT YOUR SESSION BEFORE IT ENDS TO TRANSFER NEW MATERIAL TO THE SERVER.*** You must also take in consideration that a one hour video clip will take 20-30 minutes to generate a .mov file. If your time expires before it completes it will not transfer to the server and you may lose new files.
- Maximize or open Internet Explorer to the Crispin Assetbase and if needed sign on (user; your name) (password; rtn). Under FCP Edit, click on “Activation”, click on red dot to highlight your session and click on “Deactivate”. Once deactivated, if FCP is still open, all files in you FCP document will show “missing media” until your next session

FINAL CUT PRO CHECK LIST

IF YOU ARE 15 MINUTES LATE; YOUR EDIT SESSION WILL BE FORFEITED!!!!

See a staff person to sign in.

Things to do before you begin to edit your project:

- Sign in (in the log book and Asset base) and activate your session;
- Transfer your files to the portable hard drive, as a backup;
- Delete files more than two weeks old; and,
- If you are using RTN’s FCP to create content, you MUST follow the steps below:

All Final Cut Pro projects must be trimmed to have no black or color bars.

Things to do 15 minutes before your session ends:

- When you complete your project, make it a quick time “.mov”.
- Drag your completed project (.mov) file from video clips to your hard drive.
- Save project before you sign out and deactivate your session.
- Sign out (in the log book and Asset base) and deactivate your session.
- Return the portable hard drive to a staff person and tell the staff person you have a completed project on FCP before you leave at the end of your editing session.

Section 5: Community Access Member Code Of Ethics

5.1 Ethical Behavior

1. Respect the First Amendment rights of all Members equally.
2. Strive to produce quality programs.
3. Display common courtesy during production hours and keep excessive noise in check.
4. Return equipment and vacate the facilities as scheduled.
5. Be responsible community producers and adhere strictly to the Community Television Center rules when producing programs for adult and /or mature audiences. Such producers are encouraged to request that these programs be telecast during periods designated for adult viewing.

6. Have certification cards in your possession whenever at the Community Television Center.
7. Adhere to equipment check out and check in procedures
8. Report any damage or loss of equipment.
9. Respect and treat access equipment as if it were your own. You must pay for all items lost or damaged while in your possession
10. Keep food and beverages out of the control rooms and edit suites. Producers assume responsibility for damage resulting from the consumption or possession of food or beverages in the studios as props.
11. Conform to all access policies and procedures and the Code of Ethics, and ask your guests to do the same.

5.2 Disciplinary Actions

RTN is responsible for the enforcement of the policies and procedures established by the City of Raleigh and will ensure that all matters pursuant the operation are handled in a fair and equitable manner with respect to each incident and situation.

Section 6: Violations

6.1 Suspension Of Privileges

The use of Raleigh Television facilities and equipment is a privilege that is available to individuals and organized groups who are certified to produce programs to telecast on the access channels. Therefore, RTN reserves the right to refuse access on a temporary or permanent basis and/or pursue disciplinary or legal actions against individuals or organizations that violate the policies and procedures and/or jeopardize the safety and well-being of staff and other community users. Below is a list of major and minor and violations. This list is not inclusive and RTN reserves the right establish rules to govern a safe and productive working environment.

6.2 Major Violations

Upon committing a major violation, an immediate ninety-(90) day suspension shall result. A subsequent suspension within the following six months will result in a one-year suspension. Major violations include:

1. Disruptive or disorderly conduct;
2. Possessing or being under the influence of alcohol or drugs;
3. Making false, slanderous, misleading, or fraudulent statements;
4. Falsely representing oneself as a Raleigh or Wake County resident or employee of the City of Raleigh or Raleigh Television Network;
5. Abusing, vandalizing, or stealing RTN equipment, tape, or facilities;
6. Dismantling, rewiring, or re-configuring production equipment;
7. Allowing unauthorized persons to use RTN equipment;

8. Failing to adhere to program content guidelines;
 9. Using RTN facilities for purposes unrelated to the production of programs for cable channel 10 and cable channel 22 on the Raleigh-Time Warner Cable system; and,
 10. Misrepresenting a program's content and category; including the promotion of an event, and the verbal or graphic mention of the acquisition of a product or service;
 12. Failure to return equipment on time.
- The aforementioned list is not inclusive.

6.3 Minor Violations

The response to a minor violation will be a written warning. The accumulation of two written warnings and a third infraction within six months will be immediate suspension. Community Television staff reserves the right to enforce all rules and policies within this document.

1. Failure to provide the Community Television Center with advance notification when unable to use equipment or facilities as scheduled.
2. Failure to vacate facilities as scheduled.
3. Failure to complete Community Television forms.
4. Consumption or possession of food or beverages in the control rooms or edit suites. The producer is responsible for their guests and crew.
5. Failure to remove sets and props from the studio immediately following production.
6. Serving as crew without first fulfilling certification or apprenticeship requirements. (Violation is issued to responsible producer)
7. Unauthorized entry of staff offices or front desk, tape storage, channels control equipment storage or engineering areas.
8. Failure to comply with check in and check out procedures.
9. Failure to provide Community Television Center identification card upon the request of a staff member.
10. Failure to report equipment malfunction. Defective equipment reports are available for this purpose.
11. Failure to complete a program within sixty (60) days of the first use of production equipment.
12. Failure to completely clean up the studio and control room.

Section 7: Complaints

7.1 Grievance Procedure And Dispute Resolution

Any community producer or organized group with a complaint about programming, and to appeal a disciplinary action taken against him or her for violations of and non-compliance with RTN policies and procedures, may seek action by contacting (in writing) the Production Services Manager or the Assistant Public Affairs Director.

The policies and procedures governing RTN operations shall be made available to all community producers and users. For downloads, they are posted on the city's web site at www.raleighnc.gov.