

MCCAM

Middleborough Community Cable Access Media

PEG ACCESS PROGRAMMING (channel 9 Comcast & channel 34 Verizon)

POLICIES & OPERATING PROCEDURES

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I. INTRODUCTION

MCCAM (Middleborough Community Cable Access Media) is the town's government and public access television station and is overseen by the PCC (Permanent Cable Committee) as authorized by the BOS (Board of Selectmen). It can be found on channel 9 (Comcast) and Channel 34 (Verizon). The PCC was formed in 1985 and authorized to establish and oversee MCCAM in 2011.

We do not select nor do we censor local programs or editorial content. Our Policies and Procedures are designed to ensure that our resources are used only for their intended purposes and that all who wish to participate will have an equal opportunity.

Mission Statement

MCCAM was established to provide quality local programming for the residents of Middleborough including municipal meeting coverage, community events and other non-commercial programs of local interest or importance.

MCCAM reserves the right to review all definitions and policies contained in this Access User Policy Manual and has the discretion to make changes as it deems necessary.

II. DEFINITION OF TERMS

Access Channels -- Channels set aside by the cable operator for use by the public, educational institutions, municipal government, or for lease on a nondiscriminatory basis.

Access User -- Any qualified Middleborough resident or employee of a non-profit organization that serves Middleborough. To be able to produce programming for broadcast, the user must qualify by successfully completing training and sign the Access User Manual indicating agreement to the terms and conditions contained in it. The user can then schedule equipment and facilities through the Cable Access Administrator.

Advertising -- Announcements broadcast to promote a commercial product or service. MCCAM does not accept commercial or paid political advertising on access channels.

Bicycled Program -- A program that has not been produced at the MCCAM facility but is produced elsewhere and is delivered to MCCAM for possible broadcast. (as determined by the Cable Access Administrator)

Cable Access Administrator -- This term refers to the MCCAM employee who trains volunteers and provides supervision and coordination of the programming on the Government/Public Access Channel.

Candidate, legally qualified for office -- Any person who has publicly announced candidacy by formal declaration and meets the legal qualifications for office.

No cable television system is required to permit the use of its facilities by any legally qualified candidate for public office, but if any system shall permit any such candidate to use its facilities, it shall afford equal opportunities to all other candidates for that office to use such facilities. Such system shall have no power of censorship over the material broadcast by any such candidate. Appearance by a legally qualified candidate on any:

(1) Bona fide newscast;

(2) Bona fide news interview;

(3) Bona fide news documentary (if the appearance of the candidate is incidental to the presentation of the subject or subjects covered by the news documentary); or

(4) On-the-spot coverage of bona fide news events (including, but not limited to political conventions and activities incidental thereto) shall not be deemed to be use of a system. (section 315(a) of the Communications Act.)

CG or Character Generator -- A device which electronically displays letters and numbers on the television screen.

Copyright -- Is a form of intellectual property law, which protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies or songs.

Crew -- Volunteers working with the Producer to assist in the production of programming. At times it may not be possible to find enough Middleborough residents to act as crew for a Producer, so the resident requirements may be waived on a case-by-case basis. However, only a resident of Middleborough may be a Producer.

Educational Access -- Channel time and resources reserved for non-commercial educational access programming.

Endorser -- a resident of Middleborough or organization in Middleborough that agrees to hold the Town of Middleborough or MCCAM harmless from any and all liabilities arising from airing of the specific program that they are endorsing to air on MCCAM.

Federal Communications Commission (FCC) -- The governmental agency which regulates electronic communication in the US.

Franchise -- The contractual agreement between a cable operator and a government entity which defines the right and responsibilities of each in the construction and operation of a cable system within a specific community or geographical area.

Government Cablecasting -- Access for federal, state and local officials to disseminate information to their constituents via cable television. This can be accomplished by submitting the appropriate electronic media for broadcast or text data for inclusion on an alphanumeric bulletin board or by participating in an interview program on the access channel.

Hardware -- Equipment involved in the production, storage, distribution or reception of electronic signals. Examples are, but are not limited to, television production equipment like cameras and microphones.

Interconnect -- Connection of two or more cable systems by contemporary technical means, so that programming may be exchanged, shared or simultaneously viewed.

Issuing Authority -- The governmental body responsible for specifying the terms of a proposed cable television franchise and to eventually grant an operating license to a cable operator.

Leased Access -- Any cable television channels which can be leased from a cable operator for a fee.

Local Origination Programming -- Cable programming entirely planned, produced or obtained by MCCAM for broadcast on the local cable system

MCCAM -- Middleborough Community Cable Access Media

Obscene Material -- The FCC has defined broadcast indecency as “language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory organs or activities.” Indecent programming contains patently offensive sexual or excretory material that does not rise to the level of obscenity.

The FCC uses a three-pronged definition for obscenity:

- An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;
- The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and

The material, taken as a whole, must lack serious literary, artistic, political or scientific value.

Obscene Material -- According to a Supreme Court decision, material is obscene, and hence not protected by the free-speech provision of the First Amendment if it has three elements: It must have prurient appeal, as decided by the average person applying the standards of the community; it must portray sexual conduct in an offensive way; and it must be lacking in serious artistic, literary, scientific, or political value.

PEG -- Refers to the Public, Educational and Governmental access channels.

Producer/Endorser -- The access or organizational user that is responsible for the production of a specific program to be aired on a PEG channel. The producer/endorser must be a resident of Middleborough. The producer/endorser must agree to be personally and financially responsible, and hold the Town of Middleborough or MCCAM harmless from any and all liabilities arising from the production of the specific program. In the case of a minor acting as a producer/endorser, his or her guardian agrees to assume the responsibility outlined above.

Public Access Programming -- The channel time available on a first-come, first served nondiscriminatory basis specifically for noncommercial access programming by Middleborough residents or non-profit organizations serving Middleborough.

Regular Access User --An Access User that has used the equipment or facilities and has broadcast a program on a channel for two or more occasions in a four-week period. A Regular Access User will have the first opportunity, with the approval of the Cable Access Administrator, to “reserve” a specific time to broadcast a program.

Training -- Is the successful completion of exercises and a thorough knowledge of the techniques to produce a professional quality television program for broadcast as defined by the Cable Access Administrator.

Volunteer – Access Users who volunteer their services for assisting in the production of programming. Under the discretion of the Cable Access Administrator, a trained Access User may be eligible for a stipend for the recording of a specific event or meeting for eventual broadcast.

III. MUNICIPAL & PUBLIC ACCESS PROGRAMMING

MCCAM municipal & public access objectives:

1. LIVE and recorded coverage of municipal meetings in order to increase community awareness.
2. Coverage of special events in the community.
3. Supply residents and organizations of Middleborough with the forum for non-commercial ideas and information.
4. Supplement public safety and disaster preparedness activities/information pertaining to the Town of Middleborough and surrounding communities.
4. Document and archive Town meetings and events.

A. MUNICIPAL PROGRAMMING FORMATS

Municipal programming shall be established to provide direct, non-editorialized information to the citizens of Middleborough. Programming formats will consist of the following:

1. Board of Selectmen coverage - All public meetings of the Middleborough Board of Selectmen may be broadcast LIVE on MCCAM according to the following editorial guidelines:
 - Coverage of the Board of Selectmen shall be gavel-to-gavel excluding executive session items.
 - Public meeting coverage shall not be edited or subject to editorial comment. Editing of technical difficulties is permitted.
 - A title graphic may indicate the name of the speaker and their title.
 - Public meetings taped for broadcast are to be re-broadcast at least once.
 - Digital media to be presented at any Board of Selectmen's meeting must be submitted to MCCAM no later than 2 business days prior to the scheduled meeting in order to be available for audience viewing at the time of the meeting.
 - a. The following media formats are acceptable for presentation:
PDF, Quicktime, JPEG, MPEG2, Word Documents, Excel Documents and Power Point presentations.
2. Other Public Meetings & Hearings of Middleborough Boards and Committees - Meetings of Town Boards & Committees, special or ad-hoc committees, task forces, other events scheduled by Town elected officials, Town Manager and Town Boards may be covered and broadcast on MCCAM according to the following guidelines:
 - Coverage will generally conform to all of the provisions Middleborough Board of Selectmen's meetings except they may or may not be aired LIVE.
 - Meetings not held in the Middleborough Board of Selectmen's Room, the Small Conference Room at Town Hall or the Town Hall Ballroom may require special equipment and staffing/volunteers and will be limited to staffing capabilities at hand. Requests for video coverage of Town Boards & Committees, special or ad-hoc committees, task forces, other events scheduled by Town elected

require a prior written request for coverage to MCCAM at least 14 days in advance. Acceptance of coverage will be subject to the approval of MCCAM.

- Video coverage of Town Boards & Committees, special or ad-hoc committees, task forces, other events scheduled by Town elected officials may not conflict with the broadcasting of the Middleborough Selectmen's meetings.
3. Public Meetings of Other Government Jurisdictions - Public meetings held in the Selectmen's Room, the Small Conference Room or Town Hall Ballroom by other governmental jurisdictions such as State or Federal government may be covered LIVE, or videotaped and aired if approved by MCCAM.
 4. Informational Programs - Any Town department or agency may produce, suggest or assist in the production of programming for MCCAM. Town agencies may submit program proposals or requests for production or broadcast of programs which are appropriate. All programming is subject to approval by MCCAM.
 5. Outside Programming - Outside municipal programming may be broadcast on the municipal channel. Outside programming must be acquired or sponsored by a Town department or committee. All outside programming is subject to approval by MCCAM. Outside programming must be in a format acceptable to MCCAM and meet the minimal technical specifications identified in these policies and procedures. Outside programming shall adhere to the copyright requirements contained in these policies.
 - Any programming prepared or provided by a Town department, board or committee may be modified or edited as appropriate for broadcast.
 6. Programming For Elected Officials - In the interest of fairness, it shall be the policy of MCCAM to not provide production services for an elected official to host their own series programming. Elected officials may produce and provide their own individually hosted programming to be broadcast on MCCAM upon approval by MCCAM

B. PUBLIC ACCESS PROGRAMMING FORMATS

MCCAM's staff will provide training, technical assistance, production equipment and channel time, free of charge to residents and organizations of Middleborough who wish to produce local non-commercial programming. MCCAM's staff will not be available to serve as production or post production crew but may provide contact information of trained, certified volunteers to assist local producers.

IV. PROGRAM SCHEDULING & CABLECASTING

Channel and facility times are provided on a first-come, first-served, nondiscriminatory basis to any resident Access User filing a request, in accordance with the operating rules. It should be understood, however, that since this is a shared resource, specific channel time and equipment use requests cannot always be guaranteed.

A. Scheduling Channel Time

1. Requests for channel time shall be processed on a fair and equitable, nondiscriminatory basis, subject to the availability of cablecasting equipment and channel time.
2. Channel time scheduling requests must be submitted at least eight (8) weeks prior to the desired cablecast date. At the discretion of staff, and if the desired time slot is available, the eight-week submission rule may be waived to allow the timely cablecasting of newsworthy events.
3. Access Users must sign an Access User agreement on a yearly basis and channel request form before any program is cablecast. Approval by the Cable Access Administrator is required.
4. If scheduling and equipment allows, a program may be repeated any time during any weekly period. First-run programs have priority over reruns in slot scheduling.
5. MCCAM reserves the right to use designated access channels for other purposes, where time on the designated channels has not been scheduled for designated access purposes in accordance with MCCAM's PEG access programming operating procedures.
6. Requests for consistent time slots: Program series will be allocated at the discretion of MCCAM's Cable Access Administrator, provided ample time remains available for other programming requests and if the following conditions are met:
 - a. PEG Access User(s) produce the material.
 - b. Titles and descriptions of programs are submitted to the Cable Access Administrator at least six (6) weeks in advance of the scheduled time.
 - c. Access User has new material on a consistent basis.
 - d. A crew has been trained and certified.
 - e. If a series access user regularly fails to have the program ready for scheduled cablecast, the staff may, at its discretion, assign the time slot to other Access Users.
 - f. A series will receive priority scheduling over programs airing one time.
 - g. A series time slot will be allocated for new series only if:
 1. Access User has completed two programs prior to application.

7. Except for live and series programming, channel time will generally not be scheduled until a program is complete and all the information pertaining to the program is supplied to the staff for scheduling.

B. Scheduling Conflicts

1. Facility use for media dubbing, training or any other personal purposes shall have the lowest priority and may be bumped from a requested time slot if facilities are needed for programming or recording.
2. If none of the above applies MCCAM Cable Access Administrator may resolve the conflict at its discretion.

C. Cablecasting Procedures

1. Access Users must obtain in writing, and produce upon request, all the necessary approvals, clearances, licenses, etc. in order to cablecast any program material that includes, but is not limited to, broadcast stations, networks, music licensing organizations, performer's representatives, and any and all other persons as may be necessary for authorization to cablecast the program material. Failure to provide proof of the necessary clearances, rights, licenses, etc. will result in the suspension of the particular program, series, or episode in question until such proof is produced.
2. Labels – Before cablecast, all media must be clearly labeled with the following information:
 - a. Title of program
 - b. Cablecast date
 - c. Producer's name
 - d. Length of Program
 - e. Pre-roll length
3. Leader and Trailer -- The beginning of all cablecast programs must include the following, in this order:
 - a. Minimum of 5 seconds of black pre-roll
 - b. Title graphics
4. The end of a cablecast program must include the following, in this order:
 - a. Appropriate production credits
 - b. MCCAM credit – (i.e., “Produced at MCCAM”) if applicable
 - c. Minimum of 30 seconds of standard black
5. Media owned by the Access User must be picked up within ten days of the last cablecast. After sixty (60) days, MCCAM assumes no responsibility.

6. Programs scheduled for cablecasting must be brought to the staff at least (3) three business days prior to the scheduled cablecast, unless otherwise arranged with the MCCAM Cable Access Administrator.

D. Technical Standards

1. Programming must meet minimum quality standards for cablecast. MCCAM reserves the right to pre-screen programs. If programming does not meet minimum technical standards and/or does not comply with MCCAM Policies & Procedures, MCCAM will refuse the request for playback.
2. All media supplied for cablecast must be submitted in one of the following formats: MPEG2 or .mov, unless other arrangements have been made.
3. Media must be of such quality that a processing amplifier used by the channel will accept the signal. If the amplifier will not accept the signal and the resulting picture is unstable, the media may be rejected.
4. Audio quality of all media will be constant and of sufficient level to permit adequate reproduction on MCCAM transmission equipment.
5. If staff notices an abnormal number of production problems with submitted media (i.e. poor audio or video), an Access User may be asked to re-train.

E. Credits/Disclaimers/Labeling of Sensitive Material

1. MCCAM reserves the right to include the following notice before and/or after a program: **“The views expressed on the following [or “preceding”] program are those of the individual producer and do not necessarily reflect those of MCCAM. MCCAM is not responsible for the production or quality of the tape being cablecast.”**
2. If requested by MCCAM the following credit shall be added: **“The preceding program was made possible by MCCAM.”**
3. If MCCAM makes a good-faith determination that the subject material in a program may offend some viewers and/or may not be appropriate for children, MCCAM may require that the following announcement be added to the beginning of the program: **“The following program may contain sensitive material. Viewer discretion is advised.”** MCCAM reserves the right to run potentially offensive programming at later time periods. Failure to notify MCCAM of potentially offensive material prior to a program or episode airing may result in loss of privileges.

F. Grants, Underwriting and Sponsorship

1. Underwriting for programs must be for goods and services or in-kind contributions that aid in developing and improving the program. Credit for underwriting will be similar to the following: **“Goods and services used in the production of this program were contributed by [company name].”** Credits will be shown before and after the program and can be displayed at periodic intervals during the program. Such programs must still include MCCAM’s credit (See above).

2. MCCAM must be notified that a program will be underwritten at the time the program proposal is submitted.
3. Any individual or group submitting a proposal for grant funding for a project which involves the use of MCCAM's equipment must have obtained prior written approval from MCCAM's Cable Access Administrator.

G. Personal Profit/Commercial Use

Individuals, non-profit organizations, or any other Access Users may not use all or any part of the program for personal profit. Access Users found to be using the facilities or equipment for personal profit will be subject to loss of privileges.

H. Bicycled Programs

Video media that is not produced in the town, rather, it is pre-produced and prerecorded material that is shipped or brought to operators for PEG Access use. Bicycled media must be strictly non-commercial in nature and technical and production quality must be high. Locally produced programs will receive priority scheduling.

1. A resident must sponsor the bicycled program by signing the producer/sponsor form and providing proof of residency.
2. Any public, non-profit organization or state agency can bicycle media with only one representative as the sponsor. The non-profit organization does not have to be based in the town but the representative must be able to furnish proof of its non-profit status and that it does serve that town, i.e. one representative must be a resident of the town who will sign an Access User Agreement.

V. USE OF FACILITIES AND EQUIPMENT

MCCAM's channel and facilities are a medium for expression and free speech. No individual will be denied the use of the facilities on the basis of race, sex, age, physical disability, religion, or political belief. It is hoped that PEG Access residents, non-profit organizations, and institutions will utilize this resource as a means to produce a wide variety of programs.

A. Eligibility to Use Production Equipment and Facilities

1. Availability -- Equipment and facilities are available to residents of the town and representatives or employees of non-profit organizations and agencies that serve the town on a first-come, first-served, and nondiscriminatory basis.
2. Access Users must make an appointment with MCCAM staff to schedule equipment pick up and equipment returns. Appointments are necessary for all training sessions.
3. Minors -- Eligible persons who are minors must have written permission from their parent or guardian to use MCCAM facilities and equipment. The parent or guardian must sign the Access User Agreement, accepting responsibility for

scheduled production equipment and/or program material if the minor is the producer of a program. A responsible adult shall execute the necessary assurances that authorization has been obtained concerning the use of any equipment by a minor and/or appearance of any minors on a cablecast program. Such adults shall be responsible for liability resulting from the use of equipment or an appearance by a minor. It is our policy that any minor must be accompanied by at least one non-student adult, in addition to the Cable Access Administrator. Similarly there will be no field trips or other excursions with minors outside the MCCAM facility at 10 Nickerson Avenue in Middleborough.

4. Access User must have successfully completed the applicable MCCAM workshop or demonstrate, on a standardized equipment use test, the basic operation of the requested video equipment. If the Access User has not used the equipment or facilities for more than one year, re-certification may be required.
5. Access Users must sign an Access User Agreement before using the facilities. This document certifies that the Access User has read, understands, and will abide by the operating rules, and agrees to be solely responsible for the content of any programs produced or scheduled for cablecast if they are the producer of record.

B. General Facility Policies -- MCCAM is pleased to provide facilities, equipment, and channel time for television productions. In return, we ask that Access Users obey all of the franchise requirements and MCCAM's PEG access programming operating procedures regarding channel and facility use.

1. No smoking, food, or beverages are allowed in the control room or near portable equipment, at any time.
2. Anyone found to be under the influence of alcohol or drugs will be removed from the premises. This will result in the loss of privileges.
3. Abide by safety guidelines. See Section C below.
4. There will be no use of phones or other office equipment, unless granted permission by MCCAM Cable Access Administrator.
5. Access Users are responsible for loss or damage to facilities and equipment due to negligence or abuse.
6. Access Users of MCCAM equipment and post-production facilities, will not change wiring, patch bays, or components. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the Access User. A loss of privileges will result from such equipment abuse. Access Users of MCCAM equipment should report any defects or problems to the staff.
7. Access Users that are found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.

8. MCCAM Cable Access Administrator may waive certain equipment and facility rules at their discretion.
9. All Access Users will be put on an active list of volunteers to be distributed when local event coverage is requested.
10. When MCCAM requests coverage of a particular event, the Access User who is assigned to cover the event will receive a stipend of \$50 for the full coverage of that event. MCCAM requested events will be determined and assigned by the Cable Access Administrator. The Access User must sign the Coverage Commitment/Reimbursement form prior to coverage in order to be paid.

C. Volunteer Standards of Conduct for Non-MCCAM Employees

1. Safety First. Keep yourself safe, keep others safe, and keep company property and equipment safe at all times. Endangering the safety of oneself, others, or company property will not be tolerated.
2. Appropriate, professional, and respectful behavior is expected at all times. Violent behavior will not be tolerated. This includes threatening or intimidating language, any form of physical assault such as striking or manhandling another person, or fighting. Weapons, or any objects resembling weapons, are prohibited while at MCCAM facilities.
3. Respect. Behavior that could be construed as threatening or harassing (including sexual harassment) toward fellow volunteers, customers, vendors, or employees will not be tolerated.
4. Honesty and accuracy. Dishonesty with employees or falsifying records or any other access-related documents will not be tolerated.
5. Be courteous and polite to others, including employees, other volunteers, and guests of the facility.
6. Drug-free environment. Carrying and/or being under the influence of drugs or alcohol at any time while on MCCAM property, or while using MCCAM Access equipment, is prohibited.
7. Smoking is not permitted near any MCCAM equipment (including in the field and at home).
8. MCCAM facilities are accessible only with proper authorization. This includes, but is not limited to, company e-mail, production and editing equipment.
9. Respect for, and appropriate use of, MCCAM property and equipment is required.
10. Privileges may be lost for engaging in any other conduct that MCCAM deems unacceptable.

D. General Rules for Equipment Use

Public, educational, government access programming is created by volunteers and depends on the participation of many active, trained volunteers who use video communication tools in order to independently reflect their ideas. MCCAM staff will assist residents in assembling production crews from among trained and qualified volunteers. Non-profit organizations and municipal agencies planning to do programs on a regular basis are encouraged to form a television production committee, which MCCAM will then train. Training for the production of programming will be provided on a first-come, first-served, nondiscriminatory basis in accordance with the MCCAM's PEG access programming operating procedures.

1. Access Users must be properly certified and have completed all required planning and equipment forms approved by the staff before the equipment, or facilities will be scheduled.
2. Access Users should only identify themselves as Access Users, not as employees or staff of MCCAM.
3. Reservations for equipment or facility use may be made up to one month in advance and should be made at least two (2) week in advance. Confirmation of facility and equipment reservations, forty-eight (48) hours in advance, is strongly recommended. Reservations can be made with MCCAM Cable Access Administrator in person, by phone or by email. Access user must obtain a confirmation if reservation is made by email.
4. Additional materials for productions, beyond those supplied by MCCAM (i.e. graphics, media, other materials, etc.), must be supplied by the Access User and must be removed from facility when not in use.
5. The Access User will be loaned the media storage for program coverage which must be returned with equipment when done shooting.
6. All media supplied by Access Users, Sponsors and/or Producers will be permanently removed from the MCCAM facility after sixty (60) working days unless arrangements have been made with the Cable Access Administrator.
7. Cancellation of equipment or facility reservations should be made at least twenty-four (24) hours in advance, except in the case of emergencies. Repeated last minute cancellations may result in loss of privileges.

E. Portable/Field Equipment

1. Access Users holding equipment reservations must follow these check-out and check-in procedures:

Check-out:

- a. Sign all required forms and equipment checklists.
- b. Determine if equipment is in working order.

Check-in:

- a. Equipment must be returned on time.
 - b. Any problems with equipment or damage must be noted on the equipment checklist and brought to staff attention.
2. Equipment must be picked up and returned by making an appointment with the Cable Access Administrator.
3. Failure to return MCCAM equipment when due may result in suspension of Access User privileges.
4. Equipment may be borrowed for a maximum of forty-eight (48) hours (2 days) during the week and seventy-two (72) hours over the weekend. Longer loan periods must be requested at the time the reservation is made and will be honored at the discretion of staff.
5. Access Users with portable equipment already checked out will not be allowed to check out additional equipment, unless special arrangements are made with staff.
6. Only in special cases, and with staff permission, can Access Users take equipment outside of the towns being served by MCCAM.

F. Editing and Post Production

Requests to use the editing equipment for titles, special effects, etc. shall be made at least twenty-four (24) hours in advance and will be subject to the discretion of staff.

G. Program Planning Proposal

A planning proposal describes the program idea, lists the target audience, outlines production needs, and selects the appropriate production format, facilities and equipment needed to complete a program. A Program Planning Proposal also determines the production responsibilities and copyright ownership. These and other forms are available for planning productions, including a Crew Sign-up Sheet, Pre-Production Planning Form and Post-Production Planning Form. These optional forms are recommended for additional guidance.

H. Use of MCCAM During Emergencies

Government use of MCCAM during emergencies and disasters declared by the Emergency Management Director or Middleborough Selectmen has absolute priority over other programming. During such emergencies or disasters, MCCAM shall be permitted to accept live, taped, character-generated and audio information from other governmental or non-governmental entities when such announcements are deemed by Emergency Management Director or Middleborough Selectmen to provide important public information pertaining to the emergency or disaster or other conditions requiring protection of the public health, safety and welfare.

VI. PROGRAM CONTENT

A. Access Users of television channels and program producers are fully responsible for the content of all program material and have the following **program rights and privileges**:

1. Ownership of rights to all original material.
2. To request that program media held by MCCAM be discontinued from cablecast or erased in the event that program information becomes outdated or obsolete.
3. To play or distribute the media, for nonprofit purposes only, provided MCCAM is given graphic credit within the videotape at each cablecast date or play.
4. DVDs for making duplicates (dubs) must be provided by the individual or group making the dub.
5. Duplication services may be purchased from MCCAM. Access Users are permitted one free DVD of their completed, ready-for-telecast program provided they furnish a DVD. This policy does not apply to raw, unedited or work print footage. Access Users may also create up to 5 DVD dubs at no charge (but they must provide the DVDs) for the purpose of using their program as a bicycled program.

B. The following material is prohibited:

1. Obscene material is not permitted on MCCAM. (see legal definition on page 4)
2. Material which constitutes libel, slander, invasion of privacy, or which might violate any other local, state or federal law.
3. Programs containing material that violates copyright or trademarks. Use of such material generally requires obtaining appropriate rights from music licensing organizations, publishers, representatives, copyright holders, broadcast stations, networks and any other persons as may be necessary for cablecast. Access Users may be asked to furnish written authorization for use of such materials.
4. Program material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement or functions or services; the deprivation of any person by threat, threat of force or physical action through the exercise of a legal right, or the disturbance of any person in the enjoyment of a legal right; or the creation of a public nuisance.
5. The direct or indirect presentation of lotteries or lottery information, including raffles & drawings.

6. By law, MCCAM may not exercise any editorial control over Public, Educational, or Governmental uses of 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 reasonably believes contains obscenity.

C. MCCAM Program Rights

As MCCAM has provided materials, facilities, and staff support for the production of programs, MCCAM has the following rights:

1. To retain the edited master of the program for its digital archive.
2. To make duplications of the program for noncommercial distribution, except where permission has expressly been denied in advance. Producers will always be given graphic credit in the videotape for such use.
3. To cablecast the program as often as is deemed appropriate.
4. To exercise the option of erasing an obsolete or unusable program after it has been cablecast.
5. MCCAM should be notified of any subsequent use of any program produced and cablecast at MCCAM facilities or with MCCAM equipment if the producer received any profit or remuneration.
6. MCCAM will own programs produced by MCCAM's staff. When MCCAM staff produces a program, with the assistance of volunteer or staff crew, it is considered to be Local Origination Programming and copyright ownership is held entirely by MCCAM.

D. Political Programming

MCCAM supports the airing of programs from individuals running for public office and spokespersons from political parties or ballot/warrant issues. Since FCC regulations concerning equal time do not apply to public access programming, MCCAM places no restrictions on the use of the Public Access channel and facility by political candidates or spokespersons from political parties or ballot/warrant issues, other than those applying to normal and equitable use of the Public Access equipment, facility, and channel scheduling as outlined in these rules and regulations. In that vein,

1. Regarding political programs, the following material is ENCOURAGED:

- a. Political presentations which are informative in nature, such that they state who a candidate or ballot/warrant issue is and what it represents in terms of specific ideas, issues, and policies.
- b. Candidate and ballot/warrant issue forums and debates.

- c. Presentations which describe a person's or organizations' point of view on a given issue.
2. Regarding political programs, the following material is **PROHIBITED**:
- Any advertising by, or on behalf of, candidates for public office, political parties or ballot issues; or advertising promoting (or opposing) candidates or ballot issues by supporting groups or lobbying organizations. Announcements of political fund raisers will not be allowed on the Community Bulletin Board.
3. All political programming will be aired on MCCAM up to 24 hours before the opening of polls in Middleborough. For example, if polls open Tuesday at 10am, political programming will cease effective 10am Monday. The scheduling of political programs fall under the same guidelines as other Public Access programs as outlined in these rules and regulations.
4. Candidates for office and those involved in political parties and ballot/warrant issues will follow these guidelines effective the day a candidate officially declares his or her candidacy or the day a ballot/warrant issue meets the requirements for being placed on the ballot. These guidelines also include any individual who is declared a write-in candidate whose name may not appear on the official Middleborough election ballot.
5. For more information regarding political programs please refer to MCCAM's Cable Access Administrator.

VII. GRIEVANCES/PUBLIC RECORD

- A. **Grievances** -- Any grievance regarding the assignment of workshop space, channel time allocation, equipment and studio use, or any other matter regarding MCCAM facilities should first be discussed with the Cable Access Administrator. If that does not provide an acceptable solution, a grievance may be filed in writing with the Middleborough Permanent Cable Committee.
- B. **Public Record** -- MCCAM maintains a complete public record of all persons, groups, or organizations requesting use of the political, EEO, and children's files. The file shall be made available to the public for inspection during staff hours. All records will be kept a minimum of two years. Copies of all public file documents are available for copying upon request. However, the requesting party must pay the copying costs and the copying may be done at the location specified by MCCAM within seven (7) days of the request. Persons requesting inspection of the public file shall identify themselves by name and address, in writing. Persons inspecting the public file may not remove any records from the premises. Although all documents pertaining to use must be kept on file, Access User identity can be kept anonymous upon written request.
1. **Political Files** -- MCCAM keeps a political file containing a record of:
 - a. All requests for cablecast time by candidates for public office.
 - b. The disposition of the request.
 2. **Individual Sponsorship File**

FCC rules require sponsorship identification of cablecast material paid or bartered for by any business enterprise. The rule is waived for individual "want ads" or classified ads. Whenever this exemption is used, a list of the names, addresses,

and telephone numbers of sponsors of want ads or classified advertising must be retained.

3. Children's Programming File

Cable operators should obtain quarterly certifications of compliance of the Children's Television Act from cable networks. Cable operators will not be responsible for compliance on either the broadcast signals they passively carry or on PEG Access channels; however, cable operators engaged in the local origination of children's programs must follow the requirements applicable to broadcasters. Records verifying compliance will be retained for a period of one year.

VIII. BULLETIN BOARD ANNOUNCEMENTS

A. Eligibility

A text information service is available, free of charge, to non-profit organizations providing public service announcements and/or event information to the town. No commercial announcements, political fund raisers, advertising, direct appeals for funds, or personal messages will be accepted. However, fund raising events may be announced. Messages announcing fund raisers should not contain ticket or admission prices. A "call for more info" phone number is permitted.

B. Procedures

1. To place a message on the on air bulletin board. (note: on air bulletin board or CBB runs on Comcast channel 9/Verizon channel 34 when programming is not scheduled to air):
 - a. fill out CBB form or clearly present only important information on a single page document
 - b. return by mail, or
 - c. email, or
 - d. bring in person (drop box available in town hall parking lot, 10 Nickerson Ave. Middleborough, MA 02346)
1. Message request should be submitted two (2) weeks prior to the desired start date.
2. General messages that do not pertain to a specific event will be shown, as long as possible, for up to one (1) year. In order for the message to be renewed, a request must be re-filed every year.
4. All other rules regarding limitations on content for programming apply to bulletin board announcements.
5. Images can be submitted to be used on your bulletin board announcement either as the background or as an image on the announcement itself. Only jpeg files are accepted and must be a minimum of 420x680 pixels.

IX. MCCAM SECURITY CAMERA SYSTEM

A. PURPOSE

1. The cameras and video recording equipment installed at the Middleborough Town Hall is primarily used for the security of the MCCAM staff as well as the MCCAM equipment located at the Middleborough Town Hall.
2. The security system is used to record access points in and around the Town Hall as well as storage areas in the basement level at Town Hall.
3. The video surveillance system is not used to observe employee work areas, and is never used in areas where employees would have an expectation of privacy, such as restrooms.
4. The video surveillance system allows for the after-the-fact investigation of crimes committed in the covered areas. The system may be used to assist in the investigation of certain types of occupational health and safety violations as well.
5. The video surveillance system is not intended to be used as a method of tracking the work habits or productivity of employees.

B. MANAGEMENT OF VIDEO SURVEILLANCE SYSTEM

1. MCCAM is responsible for the management of the video surveillance equipment installed at the Middleborough Town Hall which includes 10 cameras and the main digital record unit & monitor.
2. Access to the video footage will be at the discretion of the Middleborough Permanent Cable Committee and the MCCAM Cable Access Administrator.

C. VIDEO SURVEILLANCE MONITORING

1. The MCCAM video surveillance system is not monitored in real time from a Security Desk. However, MCCAM staff does view the cameras on a periodic basis during regular office hours or in response to a specific incident.

D. VIDEO SURVEILLANCE RECORDING

1. All cameras send video footage only (no audio) to the main hard drive where digital files are continuously recorded for each camera. Recorded files are to be used exclusively for the investigation of security and safety incidents and not for any other purpose.
2. The recorded video files are not available directly to the general public.
3. In the event that a security incident occurs, the event should be reported to the authorities and brought to the attention of a MCCAM employee so they can review the video footage.
4. Requests should be made in writing to MCCAM. Date and time range should be specified as closely as possible.
5. Depending on staff availability and length of time frame necessary to review, any evidence may take up to 10 work days to search.
6. If there is video evidence on the recording, the MCCAM staff will isolate the incident into a video clip and put it onto a DVD. The DVD will be given to the authorities for their investigative purposes.
7. Recorded video footage is available for review for up to 60 days.
8. Any video footage that is isolated and copied to a DVD will be saved by MCCAM during any investigation.
9. Should video clips that are saved become evidence in civil or criminal proceedings they will be kept indefinitely unless otherwise directed by Town Council.

E. LIMITATIONS OF VIDEO SURVEILLANCE SYSTEM

1. MCCAM staff is not required to do the review of footage to find any incidents but they must be in attendance while it is being reviewed.
2. Persons should be aware that a security officer is not monitoring the cameras and they should not have an expectation that they are under continuous surveillance when they are in range of a camera.
3. People should also be aware that the camera coverage area is limited and covers only a small fraction of the Town Hall and areas outside the Town Hall. Even when camera coverage exists, it may not provide the level of detail necessary for identification purposes

Violation of any one of these standards can result in loss of privileges to MCCAM facilities. MCCAM has full authority and discretion to deny access privileges as and when it deems appropriate.

MCCAM | Access User Agreement

1. I have read and am thoroughly familiar with the contents of the MCCAM operating rules located in the Policies & Procedures.
2. If the program producer, I will be responsible for the content of program material to be recorded and/or cablecast by me and agree that such program material will not include:
 - a. any obscene or profane material;
 - b. any lottery or lottery information;
 - c. any advertising
 - d. any direct or indirect solicitation of money, except where exempted under these rules;
 - e. any material which constitutes libel, slander, invasion of privacy or publicity rights, violation of trademark or copyright, or which might violate any local, state or federal law.
3. I acknowledge that the producer is responsible for obtaining all approvals, clearances, licenses, etc. for the use of those program materials; including, but not limited to, approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performer's representatives, persons appearing in the program material and any other approvals that might be necessary in order to cablecast the program on MCCAM.
4. I indemnify and hold MCCAM harmless against any claims arising out of any use of the program material that I cablecast or any breach of this Access User Agreement; including, but not limited to, any claims in the nature of libel, slander, invasion of privacy or publicity rights, noncompliance with applicable laws and unauthorized use of copyrighted material.
5. I agree that I shall not represent myself or any other person involved in programming as an employee, representative, or agent of MCCAM, unless specifically authorized by MCCAM to do so.
6. I understand that I may be liable for the costs of any repair or replacement of equipment or materials resulting from damage beyond reasonable wear and tear through normal use, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if equipment or materials are not returned on time. I also indemnify MCCAM against any damage or liability incurred while using the equipment.
7. I shall not use MCCAM equipment, or facilities for any financial gain or other commercial purposes. I understand that programming produced with MCCAM's equipment or facilities shall be for the benefit of the community.
8. I understand that all coverage request assignments are to be made solely by the MCCAM Cable Access Administrator and I will only receive a stipend for coverage that is requested and assigned by the MCCAM Cable Access Administrator. I also understand that a reimbursement form will need to be filled out and signed by the Access User Volunteer, the MCCAM Cable Access Administrator and either the Chairman of the Permanent Cable Committee or his/her designee in order to receive payment. (Note: a W-9 form must be on file with the Town of Middleborough Town Accountant's office in order to receive payment).
9. I understand that violation of the terms of this statement is grounds for forfeiture of the right to use MCCAM equipment, facilities or channel time.
10. I have been instructed on how the access equipment I am borrowing is to be safely handled, including the storage and lifting of it in and out of my vehicle and/or dwelling.

Access User (Please print, sign and return with proof of address)		
Print Full Name:		
Full Address: Street, Town & Zip:		
Proof of Address Provided:	Circle One ... ID / Driver's License / Utility Bill / Other: _____	
Email:		
Home Phone:		
Work Phone:		
Cell Phone/other:		
SIGNED (if under 18, must be signed by a parent or legal guardian)		Date:
Staff Use Only		
Circle One to verify ... Access User's address verified by ID / DL / Utility Bill / Other: _____		
Approved by:		Date:

MCCAM | Producer/Endorser Information

The Producer/Endorser is the access or organizational user that is responsible for the production of a specific program to be aired on MCCAM. The producer/endorser must be a resident of Middleborough. The producer/endorser must agree to be personally and financially responsible, and hold the Town of Middleborough or MCCAM harmless from any and all liabilities arising from the production and/or airing of the specific program. In the case of a minor acting as a producer/endorser, his or her guardian agrees to assume the responsibility outlined above.

The Endorser is a resident of Middleborough or organization in Middleborough that agrees to hold the Town of Middleborough or MCCAM harmless from any and all liabilities arising from airing of the specific program.

(Please print, sign and return with proof of address)

Program Title:		
Program Description:		
Program Length:		
Circle One:	<i>Special Weekly Series Biweekly Monthly</i>	
Producer/Endorser Print Full Name:		
Organization: (if non-profit):		
Non-Profit Tax ID (501c3) #:		
Full Address: Street, Town & Zip:		
Email:		
Home Phone:		
Work Phone:		
Cell Phone/Other:		
SIGNED (if under 18, must be signed by a parent or legal guardian)		Date:
Endorser (if not Producer) Print Full Name:		
Full Address: Street, Town & Zip:		
Email:		
Home Phone:		
Work Phone:		
Cell Phone/Other:		
SIGNED (if under 18, must be signed by a parent or legal guardian)		Date:
Staff Use Only		
Circle One to verify ... Access User's address verified by ID / Driver's License / Utility Bill / Other: _____		
Approved by:		Date:

MCCAM | Organizational Access User Agreement

1. I have read and am thoroughly familiar with the contents of the MCCAM operating rules.
2. If the program producer, I will be responsible for the content of program material to be recorded and/or cablecast by me and agree that such program material will not include:
 - a. any obscene or profane material;
 - b. any lottery or lottery information;
 - c. any advertising
 - d. any direct or indirect solicitation of money, except where exempted under these rules;
 - e. any material which constitutes libel, slander, invasion of privacy or publicity rights, violation of trademark or copyright, or which might violate any local, state or federal law.
3. I acknowledge that the producer is responsible for obtaining all approvals, clearances, licenses, etc. for the use of those program materials; including, but not limited to, approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performer's representatives, persons appearing in the program material and any other approvals that might be necessary in order to cablecast the program on MCCAM.
4. I indemnify and hold MCCAM harmless against any claims arising out of any use of the program material that I cablecast or any breach of this Access User Agreement; including, but not limited to, any claims in the nature of libel, slander, invasion of privacy or publicity rights, noncompliance with applicable laws and unauthorized use of copyrighted material.
5. I agree that I shall not represent myself or any other person involved in programming as an employee, representative, or agent of MCCAM, unless specifically authorized by MCCAM to do so.
6. I understand that I may be liable for the costs of any repair or replacement of equipment or materials resulting from damage beyond reasonable wear and tear through normal use, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if equipment or materials are not returned on time. I also indemnify MCCAM against any damage or liability incurred while using the equipment.
7. I shall not use MCCAM equipment, or facilities for any financial gain or other commercial purposes. I understand that programming produced with MCCAM's equipment or facilities shall be for the benefit of the community.
8. I understand that violation of the terms of this statement is grounds for forfeiture of the right to use MCCAM equipment, facilities or channel time.
9. I have been instructed on how the access equipment I am borrowing is to be safely handled, including the storage and lifting of it in and out of my vehicle and/or dwelling.

Access User (Please print, sign and return with proof of address)		
Organization Contact Person, Full Name		
Name of Organization		
501 (c) 3 number		
Organization Address: Street, Town & Zip:		
Contact Person Address: Street, Town & Zip:		
Proof of Address Provided:		Circle One ... ID / Driver's License / Utility Bill / Other: _____
Email:		
Home Phone:		
Work Phone:		
Cell Phone/other:		
SIGNED (if under 18, must be signed by a parent or legal guardian)		Date:

Staff Use Only		
Circle One to verify ... Access User's address verified by ID / Driver's License / Utility Bill / Other: _____		
Approved by:		Date:

MCCAM | Volunteer Information

All users of MCCAM equipment & facilities must fill out this form completely.
Training is mandatory in order to use equipment & facilities.

Name: _____ Assigned ID# _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____

Over 16 years of age? Y N Volunteer Renewal Y N if yes, year started _____

Emergency Contact: Name _____

Phone _____

Days Available: M T W TH F S Su mornings afternoons evenings

Type of volunteer work desired:

Field Production Municipal Meeting Coverage Event Coverage Editing

Signed by: _____ Date: _____

(if under 18 Parent/Guardian must also sign)

Parent/Guardian Signature: _____ Date: _____

***** OFFICE USE ONLY (below) *****

Training Completed:

_____ Field equipment (camera, lighting, mics) ____/____/____

_____ Portable edit suite (laptop, edit software, card reader, extnl.HD) ____/____/____

_____ Broadcast Pix Control Room (3 training sessions minimum) 1: ____/____ 2: ____/____ 3: ____/____

(No stipend for coverage until training is complete)

_____ Access User Agreement signed

Approved by: _____ Date: _____

MCCAM | Bulletin Board Request

The Community Bulletin Board is a free service provided by MCCAM for non-profit organizations and Town Departments to post upcoming events. Please complete this form and either MAIL or DELIVER to:

MCCAM
Community Bulletin Board
10 Nickerson Avenue
Middleborough, MA 02346

Or email INFORMATION to bulletinboard@MCCAM02346.com

1. Messages must be received at least two working days prior to desired start date.
2. Messages may be displayed up to 60 days prior to the event.
3. Include the basics in your message: what, when and where. Provide a contact phone number, email or website in the message, if applicable.
4. Messages may not be longer than one page unless arrangements are made with Cable Access Administrator.
5. Anonymous messages will not be shown. All messages must be accompanied by the requester's name; this name does not have to appear in the message itself.
6. Messages are cablecast on a first-come, first-serve basis.

Today's Date: _____

Name / Organization: _____

Address: _____

Email: _____

Phone #: _____

This announcement should run from: ____ / ____ / ____ to ____ / ____ / ____.

MCCAM | DVD Request

Date of Request: _____

Requestor Information:

Name: _____

Name of Organization (if applicable): _____

Phone: _____ Email: _____

Mailing Address:

Attention (name): _____

Name of Organization: _____

Street Address: _____ Apt/Ste #: _____

City, State, Zip Code: _____

Fee is **\$25.00** per hour (1 hour minimum) to create DVD dubs.

NOTE: programs prior to May 1, 2011 may need to be converted in real time from VHS to DVD.

VHS copies of events prior to May 1, 2011 is limited

Program requested: _____

Date/location of program: _____

Payments (**Non-Refundable**) must be by check or money order and payable at the time of the request to:

MCCAM
10 Nickerson Avenue
Middleborough, MA 02346

Pick up at MCCAM office
(additional charge for shipping and handling if not picked up at the MCCAM office)

Duplication Time _____ hrs + Conversion Time (VHS to DVD) _____ hrs x # of copies ____ x \$25/hr

= Amount Due: _____

You will be notified when your DVD is ready.

MCCAM is not responsible for DVDs left over 30 days.

Public Record requests need to be submitted through the Middleborough Town Clerks office.

"This Box for Staff Use Only"

Request No. _____ Date Rec'd _____ Date Processed _____ Initials _____ Check No. _____ Amount: _____

MCCAM | Municipal DVD Request

This form must be completed by requestor prior to DVD being created.

MCCAM will make available one DVD copy (per meeting) of each respective municipal meeting that has been recorded by MCCAM to the Chairperson of the Town Board and/or Committee for said meeting. Additionally, Department Heads and Chairpersons of a Town Board and/or Committee are also eligible to request one DVD copy (per meeting) of municipal meetings, recorded by MCCAM. Requests must be submitted by the respective Chairperson or Department Head, any additional copies will be charged the public rate.

Date of Request: _____

Requestor Information:

Name: _____

Department, Board or Committee: _____

Title: _____

Phone: _____ Email: _____

Meeting requested: _____

Date of Meeting: _____

You will be notified when your DVD is ready to be picked up at the MCCAM office (Town Hall basement).
Please allow a minimum of 3 business days for service.

Request Completed by: _____ date: _____

Request Received by: _____ date: _____

MCCAM | Portable Equipment Request

SUBMITTED AT LEAST Five (5) DAYS PRIOR TO PICK-UP DATE

Today's Date _____

Name _____

Project/Loc. _____

Home Phone _____

Work Phone _____

Pick-up Date/Time _____

Return Date/Time _____

Staff Approval _____

Staff Return-Check _____

THE EQUIPMENT CHECK OUT LIST

PLEASE NOTE, SUBSTITUTIONS MAYBE MADE AT THE STAFF'S DISCRETION UP UNTIL PICK UP

Camera Packages

Camera/Portapack type _____ Sony Ref# _____ JVC Ref# _____

SONY PMW-EX1R USERS : indicate the receipt of the camera's AC Unit/Battery charger, DC Input Cable, USB cable, AV connecting cable, Component video cable, Remote Control, lens hood w/lens cap (attached to camera), and that you accept full financial responsibility for the equipment, if lost or stolen, by initialing here _____

JVC GY-HM100U USERS: indicate the receipt of the camera's AC/Battery charger Unit, Component cable, AV Cable, Power cord, USB cable, Remote Control, audio unit (attached to camera), microphone (attached to camera), and that you accept full financial responsibility for the equipment, if lost or stolen, by initialing here _____

Monitor _____ Ref# _____ Batteries _____ Ref# _____

Tripod _____ Ref# _____ Media disk(s) _____ QTY _____

Lighting

Light Kit _____ Ref# _____ Other _____ Ref# _____

Microphones

Wireless _____ Ref# _____ Hand-Held _____ Ref# _____

Boundary _____ Ref# _____ Mic stand _____ Ref# _____

Other Audio

Mixer _____ Ref# _____ Headset _____ Ref# _____

Miscellaneous:

DVD's _____ QTY _____ Extension _____ Ref# _____

Cables:

XLR to XLR _____ XLR to Mini _____ RCA to RCA _____

XLR to 1/4" _____ BNC to BNC _____ Other _____

Adapters:

XLR to 1/4" _____ XLR to Mini _____ XLR to RCA _____

BNC to RCA _____ Other _____ Other _____

Portable Edit Suite

Apple MacPro Kit _____ Ref# _____

Apple MacPro edit kit USERS : indicate the receipt of 15" Apple MacPro laptop computer # _____, USB Mouse, Apple power cord, 2TB portable hard drive # _____, hard drive power cord, SXS card reader & power cord, case for equipment (case # _____) and that you accept full financial responsibility for the equipment, if lost or stolen, by initialing here _____

The undersigned has checked the equipment and agrees that it is in working order. The undersigned assumes full responsibility for any damage to the equipment while in his/her possession. The undersigned also agrees to reimburse the Access Studio for loss of or damage to such equipment by paying for the full market value replacement cost. Negligent handling of the equipment will result in the forfeiture of future studio rights.

Signature: _____ Date: _____

MCCAM | Program Proposal

Name: _____ Date: _____

Address: _____

Home Phone: _____ Email: _____

Organization: _____

Production will be shot:

Live _____ or Taped _____

Single Program _____ or Series _____ weekly/monthly/other

Program format:

News Discussion _____ Public Service Announcement _____

Educational _____ Special Event _____

Entertainment _____ Personality Profile _____

Other (please specify) _____

Program Title: _____

Program Objectives: _____

Intended Audience: _____ Program Length: _____

Please detail production assistance required:

Have you been certified on this facility's equipment?

Yes _____ No _____ When _____

Please detail other related experience: _____

Have you received any funding for this project? If yes, please explain.

MCCAM | Coverage Commitment/Reimbursement

Please submit one form per event prior to coverage.

Submission Date: _____ ID# _____

Name: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____

Date of event coverage: _____

Production will be shot:

BPix ____ LIVE Y or N Field ____

Event Details: _____ Final Record Time: _____

Municipal meeting : _____

Other: _____

I understand that I will be reimbursed a \$50 stipend for the coverage of this entire event regardless of length of time required to record said event.

Signed by: _____ Date: _____

Authorized by: _____ Date: _____

Approved by: _____ Date: _____

MCCAM | Media Submission for Meetings

This form must be filled out and submitted to MCCAM with the required media in the proper format at least 2-business days prior to meeting.

Submission Date:_____ Meeting Date/Time:_____

For use at what board or committee meeting?

Name &
Business/Group:_____

Address:_____

Email: _____

Phone: _____ Work Phone: _____

Media (circle one) : CD/DVD THUMBDRIVE YOUR OWN LAPTOP

(accepted file formats: JPEG, PDF, QuickTime, Microsoft Office 2010 files)

Name of file(s) to be uploaded for presentation:

Submitted DVD and/or thumb drive can be picked up after the meeting
by contacting Karen Foye at MCCAM after the meeting 774-766-6350
or kfoye@MCCAM02346.com

MCCAM | Talent Release for Minors

I hereby assign to _____, the producer of _____, and to MCCAM the right to use my child's likeness, voice, name, and the titles of works performed by me during my appearance on the program _____. I hereby authorize the editing, reproduction, copyright, exhibition, broadcast, distribution, and promotion of said program by MCCAM without limitation.

I understand that neither I nor my child will receive payment for my participation in this production, and I hereby release the above-named producer and MCCAM from any claims for remuneration for any subsequent use of this program.

I indemnify and hold harmless the above-named producer and MCCAM against any and all claims arising out of any actions or statements my child makes or program material that I provide for the media, including, but not limited to, any claims in the nature of libel, slander, copyright infringement, invasion of privacy or publicity right, and errors of omission. I expressly release the producer and MCCAM from any privacy, defamation, or other claims I may have arising out of broadcast, exhibition, publication, or promotion of this program.

Name of minor (please print): _____ **Date:** _____

Signature of parent or guardian: _____

Address: _____

Phone: _____

Email: _____

I further agree that the representations and agreements contained in this release are extended to my child's ongoing participation in this program.

Signature: _____

MCCAM | Equipment Use Request

This form must be filled out and submitted to MCCAM
at least 2-business days prior to date needed.

Submission Date:_____ Meeting Date/Time:_____

Equipment Needed (circle) : PROJECTOR MICROPHONE SYSTEM

How will you connect to the Projector (circle one)

MCCAM COMPUTER YOUR OWN LAPTOP

Note: if you are using your own lap top, you will need to bring a VGA cable to connect to the Projector Input.

If your projected media requires audio, you need to connect to the input at the large table and the VGA cable will require an audio input as well.

Name & Business/Group Requesting use of MCCAM EQUIPMENT:

Business/Group : _____

Name : _____

Address:_____

Email: _____

Phone: _____ Work Phone: _____

What is the purpose of the use of the meeting room?

Questions? contact Karen or Zack at MCCAM 774-766-6350
or kfoye@MCCAM02346.com