

EVANSTON

CMC

COMMUNITY MEDIA CENTER
PUBLIC • EDUCATION • GOVERNMENT

Operating Policies, Procedures and Rules

Revised September, 2009

I. Purpose

Evanston Community Media Center was formed for the purpose of developing maximum community involvement in and use of cable television for cultural, educational, health, social service, civic, community and other non-profit purposes; and administering the use of public access channels in the cable communication system/s in the city of Evanston.

ECMC and its participants encourage and support the concept of community television; programming by local people for local viewers, enabling diverse constituencies to understand and utilize cable television.

ECMC and its channels of distribution are specifically designated as non-commercial, available on a first-come-first-serve basis with priority given to first-time users.

ECMC is governed by a Board of Directors elected by the corporation's membership and appointments made by the Evanston City Manager and Superintendents of School Districts 65 & 202. The Board of Directors oversees the hiring of the Executive Director who in turn hires staff who are given the responsibility for administering ECMC's facilities and resources according to ECMC policies and the rules and regulations set forth herein.

II. Definitions

2.1 Access - The ability for community members to use video production equipment, studio and access channel time to produce and distribute community programming.

2.2 Advertising - Various methods of attracting attention to commercial goods and services.

2.3 Board, the - The Evanston Community Media Center Board of Directors is composed of volunteers and appointed individuals from the Evanston community.

2.4 Cablecast - The origination of programming by a cable system, usually material other than alpha-numeric services.

2.5 Certification - Paying a fee for, attending and passing the test required for courses offered through ECMC. Only certified users are allowed access to ECMC equipment.

2.6 Producer - Any individual Evanston resident, or Evanston-based organization, who becomes certified through ECMC, applies for and uses ECMC equipment and creates programming for the Evanston cable channels. The producer of the program is the person or group completing the production plan and holding the copyright to the program.

2.7 First-time Producer - A producer, as defined in 2.6, who has not yet completed his/her first program.

2.8 **Intern** - An individual working in a structured program for ECMC, in conjunction with an academic institution for the purpose of off-campus work experience.

2.9 **Non-resident** - Any individual living outside of the city of Evanston, or, for educational channel production, the 65/202 attendance area.

2.10 **User** - Any individual who becomes certified through ECMC and makes use of ECMC's production facilities **who has paid and maintained annual ECMC membership dues**.

2.11 **Volunteer** - Any individual who lends time and assistance to ECMC for any purpose.

2.12 **Walk-in** Use of the facility with less than a 24-hour advanced reservation when available and dependent on staff availability.

III. Eligibility for Use of Access

3.1 Any Evanston resident may become an access user at ECMC. Anyone applying for access use must verify Evanston residency with at least two of the following forms of identification:

Driver's license	Bank statement, mail from a bank
Checking account	Voter's registration card
Rental/lease agreement	Utility Bill
State ID	Military ID
School ID	

3.2 Any Evanston-based non-profit member organization having Evanston residents as a majority of its membership may designate non-residents as representatives for technical training and certification.

3.2.a. Any non-resident applying for certification must submit substantiation of his/her organization's resident to non-resident ratio.

3.2.b. Although these non-resident users are allowed to crew on any user production, non-residents are not allowed to produce their own personal access productions at ECMC. The copyright to these productions must be held by the Evanston Organization she/he is a member of.

3.2.c. Any non-resident wishing to change his/her organizational affiliation must submit a written request to the Operations Manager.

3.2.d. Providing false information regarding residency or substantiation of non-profit organizations will result in the revocation of all access privileges.

3.2.e. Representatives of Evanston-based non-profit organizations must present proof of their affiliation and of the organization's NPO status. This proof is NPO Articles of Incorporation filed with the Secretary of State of Illinois. **Upon annual membership renewal, all NPO members of ECMC must submit a copy of their current Illinois Secretary of State Annual Report.**

3.3 If a resident is under 18 years of age, she/he must have a parent or legal guardian co-sign a Statement of Rights and Responsibilities and Production Plan. (see Appendices A and B). The co-signer is then responsible, along with the applicant, for any costs incurred from the use of the facilities and equipment.

3.4 Former residents may qualify to be "certified users" at ECMC under all of the following requirements:

- A) They have been a resident "user" for more than one year.
- B) Their ECMC membership has not expired.
- C) They have produced at least four, or volunteered crewed on at least eight programs during the past year.
- D) They join as a member at any level plus a \$50 surcharge.
- E) They continue to produce at least four programs or volunteer crew on at least eight programs for the next year.

IV. Steps to Becoming An Access User

4.1 Any individual interested in becoming an access user and who fulfills the above stated criteria, must attend ECMC's "Introduction to Community Television" course. This course describes the purposes of public access, and how to make use of the opportunity.

4.1.a. "Intro" class participants learn basic operation of the studio cameras, making them eligible to volunteer as a camera operator for on-going studio production. Individuals wishing to attend the "Introduction to Community Television" course are advised that attendees will not be admitted after the first half hour and they will need to re-register for a future "Intro" class.

4.1.b. All attendees will be required to produce proof of Evanston residency or proof of membership with an Evanston-based NPO corporation plus proof of current residency before entering the "Intro" class. Those individuals who cannot produce the above-mentioned proof will not be admitted into class.

4.2 All potential users will be given a copy of the Operating Rules. Users are required to familiarize themselves with the rules, then sign and submit a Statement of Rights and Responsibilities prior to enrolling in classes or using ECMC facilities. (see Appendix A)

4.3 For technical certification, new users may enroll in any of the following:

4.3.a. **Portable/Editing Class:** This course teaches the fundamentals of portable video production using digital camcorders to record video programming in the field. After which students learn to edit their raw footage into a flowing, coherent video program utilizing a non-linear editing system.

4.3.b **Final Cut Pro and Casablanca Nonlinear Editing Classes:** Each class teaches access users all that is necessary to edit their products using these nonlinear editing machines. The Portable/Editing Class is a prerequisite.

4.3.c. **Studio Production:** An in-depth look at the operation of ECMC's studios and equipment. Participants will be instructed in the proper operation of studio cameras, switcher, CG, special effects generator, pre-production, etc.

4.4 Proficiency tests for certification will be available for individuals with prior video production experience. You must meet with the Production Coordinator to determine if you qualify to take a proficiency test. There is a fee for a proficiency test. Any individual failing the proficiency test will need to enroll in the course at the full fee. Full access privileges will not be granted until the individual completes one on-air project.

4.5 An access user number will be issued to each person attending the "Introduction to Community Television" course. All access users must pay at least the nonrefundable entry level membership fee (see Appendix C).

4.6 If an access user does not make use of his/her privileges during a one-year period, she/he will be decertified. Recertification will require the user to attend an "Introduction to Community Television" class and take the appropriate proficiency tests and/or enroll in the appropriate courses for the desired certification. If the Operations staff and/or Executive Director determines that a user is not proficient in a given production area, then recertification may be required. Walk-in users are required to fill out a room request form prior to utilizing the facilities.

4.7 Fees for ECMC courses are listed on Appendix D.

4.7.a. Class fees are nonrefundable and nontransferable two weeks before the class begins.

V. Starting A Production

5.0 All producers must have the technical certification required in order to be eligible to take on the responsibility of production and crew management. Certified producers are those that have successfully completed either the Studio/Editing class or the Studio class.

5.1 Prior to starting a production, a certified producer must submit a Production Plan to a production staff member. The plan outlines production needs and the production timeline. Producers are encouraged to meet with the Operations Manager for assistance in completing the Production Plan (see Appendix B).

5.2 All programs must be completed within 90 (ninety) days from the time the Production Plan is submitted. (See 12.4)

5.3 A producer must complete his/her production before beginning work on another.

5.4 No more than 90 (ninety) minutes of ECMC provided videotape will be available for each project.

5.5 Any person applying for certification must sign and have on file a Statement of Rights and Responsibilities (see Appendix A).

VI. Using ECMC Equipment and Facilities

6.1 See Appendix C for Operating Hours.

6.2 Reservation Policies

6.2.a. Reservations for studio, editing and portable equipment can be made in person or via telephone with an ECMC staff member up until closing time the working day before said reservation.

6.2.b. At no time may one production reserve more than one studio and/or editing suite simultaneously. Attempted violations of this rule will result in disciplinary action by staff.

6.2.c. Use of any one of the studios for non-production or non-editing purposes is at the discretion of the staff.

6.2.d. A second producer seeking to use the facility for production and/or editing purposes will always take precedence over a production using a studio as a staging area.

6.3 Use of access facilities with less than a pre-closing time advanced reservation is available on a walk-in basis and dependent on staff availability.

6.4 Users may schedule studios and equipment up to (8) eight weeks in advance.

6.5 A user, producer, series or producing organization can reserve no more than a total of (twelve) 12 hours of facilities per week.

6.5.a. A maximum of (8) eight reserved hours of studio "A" or "B" and/or Control Room "A" or "B" and/or Final Cut Pro editing suite time is allowed to each user, producer, series or producing organization per **week**.

6.5.b. A maximum of (4) four reserved hours of studio "A" or "B" and/or Control Room "A" or "B" and/or Final Cut Pro editing suite time is allowed to each user, producer, series or producing organization per **day**.

6.5.c. A maximum of (10) ten reserved hours of “Tape Library” editing suite time is allowed to each user, producer, series or producing organization per **week**.

6.5.d. A maximum of (5) five reserved hours of “Tape Library” editing suite time is allowed to each user, producer, series or producing organization per **day**.

6.6 On Monday through Friday, portable equipment may be checked out for up to a (twenty-four) 24-hour period. Portable equipment checked out on Saturday must be returned by 4:00 p.m. on the Monday following. Any additional portable equipment checkout requests are at the discretion of an Operations Manager and upon availability of equipment.

6.6.a. Portable equipment may not be reserved for any one production for two consecutive weekends with the exception of the “Portable Studio”.

6.6.b. No more than one portable production unit (i.e., camcorder) at a time may be reserved or checked out by an individual user.

6.7 Notice of cancellation of facilities or equipment reservations can be made up until closing time the day before said reservation. (see Disciplinary Actions, Appendix I).

6.8 “Walk-ins” are encouraged, when facility time is not reserved. When no conflicting reservations are present, “walk-ins” will be considered as 4-hour blocks of guaranteed facility time. After the expiration of the initial 4-hour block, “walk-ins” are automatically extended for each consecutive hour of continuous work. After 4 hours or at the top of each extended hour, any qualified user can request the facilities in question, as long as no reservation conflicts exist. Staff must be notified of such requests and inform the original “walk-in” that their time is due to expire.

VII. Priorities for Facilities and Equipment Use

7.1 Facilities and equipment use time shall be allocated on first-come-first-serve basis according to the procedures stated in Section VI. The following rules apply to equipment and facilities reservations:

7.1.a. Users may reserve facilities and equipment up to (8) eight weeks or (fifty-six) 56 days in advance.

7.1.b. Facilities reservations for the purpose of ECMC training and courses must be made at least (8) eight weeks in advance.

7.1.c. Use of facilities by ECMC staff for ECMC projects shall be subordinate to use by certified resident users and Evanston-based organizations. Users may preempt ECMC staff reservations if requested at least (4) four weeks [(twenty-eight) 28 days] in advance.

7.2 Any user requesting to preempt a reservation will be asked to first contact the person or group holding the reservation in order to discuss possible alternative schedules.

7.3 All disputes arising over facilities and equipment allocation will be resolved by the Operations Manager.

VIII. Using ECMC Facilities

STUDIO

8.1 Producers are responsible for securing their own production crews.

8.2 At least (3) three crew members are required for any production in Studio A. One (1) crewmember must be Studio Certified.

8.3 At least (2) two crew members are required for any production in Studio B. One of the two must be Studio Certified.

8.4 Users must remove props, flats, set pieces and debris from the studios and edit spaces after use.

8.5 Because of limited storage space, users must remove props and set pieces from the facility. All props and set pieces stored in the facility are available for use by all users. Failure to keep the prop storage area clean and safe will result in disciplinary action.

8.6 Productions must cease one-half hour before the facility closes or producers are subject to fine, as described in Appendix I.

8.7 Access users may use a fourth camera for studio production. The camera operator must be certified for the camera they are using.

PORTABLE

8.8 Equipment must be checked out, signed for, and returned by the user making the reservation.

8.9 In order to insure that equipment is in operating order, users should allow (thirty) 30 minutes for check-in and check-out order to set up and test the equipment before leaving and upon returning to the facility.

8.10 Users will not be allowed to take ECMC equipment more than (twenty-five) 25 miles outside of the city of Evanston without prior permission from the Operations Manager.

EDITING

8.11 Users must vacate the editing suite by the completion of their reserved time unless the following time is unreserved or the next user voluntarily grants an extension.

PORTABLE STUDIO RULES

8.12.a . Producers reserving the Portable Studio must complete and pass the following ECMC classes:

- A) Portable/Edit Class
- B) Studio Class
- C) Portable Studio Class

8.12.b. Producers reserving the Portable Studio must list at least three other ECMC users on their current production plan. At least two users must be Portable Studio Certified (producer can be included). Additional crew members must be Studio certified.

8.12.c. The user who signs a check-out form for the Portable Studio is responsible for all late fines, replacement costs, repair and labor costs. A \$250.00 deposit will be required from the user(s) checking out the Portable Studio, at least 50% of which deposit will come from the primary producer. The deposit fee may be waived on productions initiated and approved by the ECMC Production Manager.

8.12.d. Producers may wire in additional equipment that they bring to their portable studio production.

8.12.e. No proficiency test will be offered for certification.

All Facilities

8.13 Reservations for facilities must be claimed within (fifteen) 15 minutes of the time of the reservation. Reservations not claimed within (fifteen) 15 minutes will be available on a first-come-first-serve basis. Users who call up to (fifteen) 15 minutes past their reservation time can push back their reservation time a total of one half hour. Users who call to cancel their time the same day will not be penalized. Users who do not show up for their reservation and do not call to cancel are subject to penalty (see Appendix I).

8.14 When using equipment in the facility, or borrowing from the facility, users are responsible for the full replacement/repair cost of any piece of equipment damaged by negligence, recklessness or abuse. All user privileges are suspended until total restitution is made.

8.15 Users are responsible to report during check-out and check-in any malfunction or damage to the equipment.

IX. Facilities Use Regulations

9.1 Users and guests are asked to please remain in the areas of the building designated for public use. The tape library, equipment room, master control staff room, and director's office are for staff use only. Users are asked to enter these areas only when accompanied by an ECMC staff member.

9.2 Desks and telephones are for staff use only.

9.3 Users are responsible for the conduct of all guests related to their productions. Users of and visitors to ECMC are expected to conduct themselves in a socially acceptable manner respectful of the working environment and its inhabitants. Children must be supervised by adults at all times.

9.4 Any use of alcohol or recreational drugs on the premises is expressly prohibited. Persons exhibiting symptoms of intoxication will not be allowed in the facility.

9.5 No smoking is allowed in the entire facility and no eating or drinking is allowed in the studios, control rooms, editing suites or the master control room.

9.6 Users must not attempt to adjust or repair any equipment. Users are asked to notify the staff person if a piece of equipment is found to be in need of repair. Users found violating this rule will result in immediate termination of facility time for the day.

9.7 The use of inflammable, toxic, or hazardous material on the premises is expressly prohibited.

9.8 Users may not misrepresent themselves as employees, ECMC board members, or agents of ECMC.

X. Program Content

10.1 Producers are wholly responsible for the content of their program.

10.2 Use of the facility is solely for the purpose of creating programming for use on the Evanston cable access channels and ECMC related purposes.

10.3 Use of the ECMC facilities is expressly for non-commercial purposes. This prohibits the following:

- 10.3.a. Advertising messages.
- 10.3.b. Material, the primary purpose of which is to promote a commercial service, product, trade or business.
- 10.3.c. Program material made available by persons, corporations, or institutions who have a profit-oriented interest in the subject matter of the program. This shall not prevent the identification, **by name, address, and phone number or by organizational logo only**, of any persons, corporations, or institutions providing grants or aid to groups producing programming unrelated to the commercial interest of the donor (see Appendix J).

10.4 Producers are cautioned to be aware of and comply with any local, state, or federal laws pertaining to their programs (e.g., copyright, libel, slander, obscenity). Producers must obtain in writing and keep records of all necessary approvals, clearances, licenses, etc. for the use of any program material to be cablecast. This includes, but is not limited to, approvals by broadcast stations, networks, sponsors, music listening organizations, copyright owners, performers' representatives, and all persons featured in the program material and any other approvals that may be necessary to transmit the program via ECMC.

Producers shall indemnify, protect and hold harmless ECMC, its officers, directors, employees, and agents, and the cable operator upon whose system the program matter is carried, from and against any and all claims, demands, actions, damages, costs, expenses or other liabilities, including but not limited to attorney's fees, for the following: a breach of any other provision contained herein: libel, slander, invasion of privacy or infringement of copyright; failure to comply with any applicable law, regulation or other requirement of local, state or federal authorities; unauthorized use of trademark, trade name or service mark; breach of contractual or other obligation owed by the producer to third parties; and any other injury or damage in law or equity arising or alleged to have arisen as the result of the cablecast of such program matter.

10.5 Producers are strongly encouraged to observe the spirit of the Fairness Doctrine, with respect to controversial issues, and Equal Time guidelines with respect to candidates for public office appearing on programs.

XI. Program Ownership

11.1 The producer of record must be an Evanston resident or Evanston-based non-profit organization.

11.2 The producer of record holds the copyright to and retains ownership of and programming she/he produces through ECMC. The videotape, unless owned by the producer, will remain the property of ECMC.

11.3 All programming created through ECMC must carry the following message in the ending credits of the program: “This program was produced through the facilities of “The Evanston Community Media Center.”

11.4 ECMC retains the right to cablecast and use for promotional purposes, in perpetuity, any programming created using ECMC equipment or facilities.

11.5 ECMC and its users cannot edit any program without the permission of the program’s producer.

11.6 Program masters may be purchased by the producer at fair market value after a dub has been made by ECMC for library purposes.

11.7 The (one) producer of any completed program, produced through ECMC, is entitled to one free 1/2” or DVD dub of her/his program if that producer is a member of ECMC at the \$50 level or greater. These producers must provide their own dub media, or purchase the required media from ECMC at the cost of \$5 per unit.

11.8 Producers are encouraged to promote and publicize their productions to the Evanston community. Contact lists and publicity advice are available from the ECMC staff.

XII. Use of Channel Time

12.1 In order for a completed program to appear on the channel, the following must occur:

12.1.a. All tapes must be labeled with the following:
Producer Name, Phone Number, Access User Number
Title of the Program
Subtitle or brief description of program content
TRT (Total Running Time of the program)
Date of program completion
Number in Series
(ECMC will provide standard form labels.)

12.1.b. All completed programs must begin with one minute of colorbars and tone followed by a ten-second countdown, and after the end of the program, the remaining time left on tapes must be filled with blackburst video with no audio.

12.1.c. All completed programs must have a solid and complete control track. Any program without a continuous control track from the countdown through the 30 seconds past the end of the program will not be cablecast.

12.1.d. The producer must complete and submit to the Program Manager a cablecast request form (see Appendix F). Cablecast request forms will not be accepted for incomplete programs (except live programs--See 12.1.e.) No program will be aired without a signed and completed form. Cablecast request forms must be submitted to the Program Manager at least 48 hours in advance of the desired air time or changes.

12.1.e. The production of live programs is encouraged. Air times and studio scheduling must be worked out with the Program Manager and Operations Manager respectively at least two weeks before the telecast date. A cablecast request form must be signed and filed in advance with the Program Manager per 12.1.c. above. The total running time (TRT) must be indicated on the form even though the program has not been completed. The producer is responsible for providing programming for the indicated TRT.

12.1.f. Playback times are to be arranged with the Program Manager. While producers are encouraged to indicate first and second choices for playback times, and every effort will be made to honor those times, the times requested are not guaranteed and the final designation of playback will be determined by the Program Manager.

12.2 If a program, because of its content, is deemed inappropriate for younger or more sensitive viewers, it will be scheduled after 10:00 p.m. Such decisions will be made by the Program Manager. The Program Manager will require the producer of the program to insert a precautionary message on the tape to be displayed immediately preceding the cablecast of the program. In such instances, the program will not be considered complete, the program will not be cablecast and the producer's dub not made available until the message is included.

12.3 Programs determined to be obscene or indecent by municipal, state or federal courts will not be cablecast.

12.4 Completed programs and work tapes will be "librared" for a period of (ninety) 90 days. During this time, the Program Manager may designate certain tapes for archival. A list of programs so designated will be provided quarterly to the Programming and Operations Committee along with a rationale for their archival. After 90 days, all tapes that are not archived will be erased and made available for re-use. The oldest tapes will be erased first. Staff will not notify community producers of the expiration of their 90 days. Any user needing to use a tape/s for more than 90 days must secure a rule exemption from the Program Manager (see Appendix G).

12.5 All disputes arising over cablecast time or programming allocation shall be resolved by the Program Manager.

XIII. Priorities for Channel Use

13.1 Channel time shall be allocated on a first-come-first-serve basis. Whenever requests for time exceed availability, the following rules shall apply:

13.1.a. Programs submitted by first-time producers making their first cablecast requests will have priority over other programs (Except for series programming (See 13.1.c.)).

13.1.b. New programs will receive priority scheduling over repeat programs (Except for series programming (See 13.1.c.)).

13.1.c. Regular cablecast time will be allocated for new series programming whenever possible. A series time slot will not be scheduled until at least four (4) different episodes have been completed. The Program Manager must receive at least one (1) new episode per month for a series to remain on the schedule. Cablecast request forms must be filed for each episode aired, regardless of whether the program is a new show or a repeat episode. These forms must be filed at least (twenty-four) 24 hours in advance of the scheduled air time. Failure to file (2) two consecutive cablecast request forms for a scheduled series will result in the cancellation of that series and the assignment of the series time slot to other productions.

13.1.d. Except in the case of series programming, (see 13.1.c), programming produced through the facilities of ECMC will have priority over programming from outside sources (see Appendix H).

13.2 A user, producer, series, producing organization, or resident is allowed no more than three cablecasts per week during regular playback hours of any program to which they hold the copyright or that they have requested.

13.3 Requests for cablecasts outside of regular playback hours are subject to availability and approval by the Programming and Operations Committee. Such repetitions may be granted only if the additional playback does not impinge upon playback of other producers' programming.

13.4 Programming not produced through ECMC may be submitted for cablecast by any Evanston resident or Evanston-based non-profit organization.

13.4.a. Residents must provide proof of residency or of Evanston-based non-profit organization status as described in 3.1 and 3.2.

13.4.b. Each resident/cablecast sponsor must sign the Statement of Rights and Responsibilities (see Appendix A).

13.4.c. Programming submitted to ECMC from outside sources may contain the following in the titles or credits: “The preceding/following program was requested for cablecast by (name of Evanston resident).” This video tag may be inserted by the program’s producer, community sponsor, or ECMC staff.

XIV. General Rules and Penalties

14.1 Failure to comply with the ECMC rules and regulations will result in disciplinary action (see Sections XV, XVI, and Appendix I).

14.2 Users will be asked to sign a written record of any rule violation. The violation (see Appendix I) will be kept on file.

14.3 ECMC may waive any right or self-imposed regulation without such waiver constituting a precedent. This will be done only when necessary and in a good faith agreement with the user. In such cases a rule exemption (see Appendix G) will be filed.

XV. Grievance Procedure

15.1 Any user or producer perceiving an infraction, dispute, disagreement with an ECMC policy, rule, regulation, or disciplinary action can and should file a complaint. The following are the steps to be taken to resolve the matter:

15.1.a. The matter in question should first be discussed directly with the appropriate ECMC staff and, if it cannot be resolved at that level,

15.1.b. Within (10) ten days of the initial occurrence or complaint, the user must submit the complaint in writing and request a meeting to discuss the matter with either the Operations or Programming Manager, or his/her designee, depending on the nature of the complaint. Within (10) ten working days of receipt of the written complaint, the Manager will convene a meeting with any parties concerned in the dispute. The Manager will send a written decision to the complainant within (5) five working days from the date of this meeting.

15.1.c. If the decision of the Manager is unacceptable to the complainant, the complainant may appeal to the Operations Committee of the Board of Directors by submitting the appeal in writing to the Executive Director. The Executive Director must receive the written appeal at least (2) two days prior to the regularly scheduled meeting of the Operations Committee. The Manager involved in the decision or his/her designee will be present at the Operations Committee meeting. A decision will be rendered in writing within two weeks of the meeting. The decision of the Operations Committee is final.

IVI. Disciplinary Action

16.1 Users found to be in violation of ECMC Operating Rules and Regulations are subject to disciplinary actions including fines and suspension of privileges (see Appendix I for disciplinary actions and fines).

16.2 Decisions on specific disciplinary actions are made by the Operations Manager on a case-by-case basis.

16.3 Appeal of any disciplinary action should follow the grievance procedure outlined in Section XV of the operation rules.

16.4 Disciplinary action will remain in effect during the appeal process.

XVII. Changes to Rules

17.1 Proposed amendments to the rules must be submitted in writing to the Executive Director not less than three weeks prior to the regularly scheduled meeting of the Programming and Operations Committee. The write-up should contain a statement of the current rules, proposed changes, and rationale for the changes. The Executive Director will review the proposed changes and forward them to the Programming and Operations Committee along with a written statement of staff position not less than one week before the regularly scheduled meeting of the Committee.

17.2 Revisions to the Operating Rules and Regulations are voted on by the Operations Committee after appropriate community input and recommended to the Board of Directors for adoption.

17.3 Upon receipt of a proposal for changing rules, the Executive Director will post the proposal on ECMC's electronic bulletin board/website as well as the media center's information bulletin board in order to inform members of the proposed changes and to solicit input for Committee/Board deliberations. The proposed changes will remain posted for at least two weeks before they are considered by the Programming and Operations Committee and the Board of Directors.

17.4 Changes and amendments to the operating rules will be effective upon adoption by the Board of Directors, unless the effective date is specifically stated in the amendment.

Section XVIII: Producer/Staff Responsibilities

18.1 With the objective of assisting new producers improve their programs and facilitate future productions, staff will offer new producers a critique session within thirty days of completion of their first production. Similarly, once a year, staff will also offer each series producer a critique session using a sample program from each series. All these one-on-one critiques will be constructive and will be carried out in a supportive, non-judgmental environment.



*Evanston Community Media Center
1285 Hartrey Ave.
(847) 869-2510
fax (847) 869-2513*

**ECMC
Statement of Rights & Responsibilities**

I, _____, have read and agree to abide by all the Evanston Community Media Center Operating Policies, Procedures, and Rules. I am aware of my rights and responsibilities and agree to use the facilities in the manner called for by such Operating Policies, Procedures and Rules.

Signature: _____ **Date:** _____

For Individuals under 18 years of age, a parent or guardian must sign below as the legally responsible party.

Signature: _____ **Date:** _____

ECMC Production Plan

Production Title _____

Producer Name _____

Production Description _____

- Single: Only one program will be completed for this production.
- Series: This will be a continuing production.
 - Continuing Series: This production is a series that does not have a projected end date.
 - Limited Series: A limited number of programs will be submitted for this production.

Projected Total Running Time: _____

- Studio: This production will be shot in one of ECMC’s studios.
 - Studio A
 - Studio B

Please list your studio crew members (your crew must be members and have required certifications):

1. _____ 3. _____

2. _____ 4. _____

- Field: This production will be shot using portable cameras.
- Portable Studio: *An additional form must be filled out for Portable Studio productions.*

- Linear Edit: I plan to utilize linear editing to complete this production.
- Non-linear Edit: I plan to use non-linear editing to complete this production.

Additional Pre-production Needs (eg. Mics, Lights, Cables, etc.) _____

*The submitter has read and agrees to all policies contained in the Operating Policies, Procedures and Rules of the Evanston Community Media Center pertaining to productions and has signed the Statement of Rights & Responsibilities. The submitter agrees that all productions and/or programs must be completed within **ninety** days from the time that this Production Plan is submitted.*

Signature of Submitter: _____ Date: _____

OPERATING HOURS

Monday –Thursday	<u>9:00 AM. – 10:00 PM</u>
Friday	9:00 AM – 11:00AM by appointment (staff meeting time) <u>11:00 AM – 10:00 PM</u>
Saturday	9:00 AM. – 5:00 PM

PORTABLE EQUIPMENT CHECK-IN/CHECK-OUT TIMES
An appointment should be made with the ECMC staff at the time equipment is scheduled for use.

ECMC MEMBERSHIP

FRIEND	\$25	Same as Associate
SPONSOR	\$50	Same benefits as Friend, a complimentary mug, and one free dub for each completed program
SUPPORTER	\$100	Same as Sponsor, a complementary T-shirt and a Personalized thank-you message on the Community bulletin board.
PATRON	\$250	Same as Supporter, and a name plate on the wall of honor.
ASSOCIATE*	\$15	Able to vote for board of directors and receive newsletter. *(youth and seniors)

ECMC CLASS DESCRIPTIONS

❖ INTRODUCTION TO COMMUNITY TELEVISION

This is a FREE one-session class, held on the first Monday of every month from 7:00 p.m. to 9:30 p.m. Participants learn about the purpose and history of public access TV, access services available at ECMC, the policies and procedures of ECMC, and how to operate cameras for studio productions. The INTRO class is a prerequisite for all other production classes and workshops, and productions at ECMC.

❖ STUDIO PRODUCTION CLASS

Prerequisite: Introduction Class

Class Size: Minimum of 8, Maximum of 12

Number of Sessions: Eight Sessions

Duration of Sessions: Three hours each session

Fee: \$75.00 / Donor Discount: \$63.75

Class Description: Participants will learn how to produce and direct a studio television program, all about pre-production planning, and how to work as crew on cameras, lighting, audio, switching and titling through hands-on-training. Upon completion of the course, participants may produce or crew programs in the ECMC studios.

❖ PORTABLE/EDITING CLASS

Prerequisite: Introduction Class

Class Size: Minimum of 3, Maximum of 5

Number of Sessions: Six Sessions

Duration of Sessions: Three hours each session

Fee: \$75.00 / Donor Discount: \$63.75

Class Description: This class covers the fundamentals of portable video production using Mini DV camcorders. Students will also learn non-linear video editing techniques to create a coherent and visually interesting program.

❖ PORTABLE STUDIO CLASS

Prerequisite: Introduction Class and Studio Class Certified

Class Size: Minimum of 3, Maximum of 5

Number of Sessions: Two Sessions

Duration of Sessions: Three hours each session

Fee: \$75.00 / Donor Discount: \$63.75

Class Description: Take the portable studio class and you can produce a three camera on location production. This class teaches the concept of setting up multiple cameras and audio.



ECMC CLASS DESCRIPTIONS

❖ FINAL CUT PRO

Prerequisite: Introduction Class and Portable/Edit Certified

Class Size: 4

Number of Sessions: Four Sessions

Duration of Sessions: Three hours each session

Fee: \$75.00 / Donor Discount: \$63.75

Class Description: Learn non-linear editing on Final Cut Pro HD. This Mac G5 editing based software is designed to allow digital footage to be edited and mastered back to digital tape. Final Cut Pro HD is a professional time-line based editing system, that allows advanced users to explore their creative side.

❖ SPECIAL WORKSHOPS

These are offered on a variety of days and times, according to member demand and staff availability. Some are refresher courses: others introduce and teach new pieces of equipment. All workshops will be held as needed, as determined by users and staff.

❖ **Hotline Studio** \$25

❖ **Advanced Camera** Free

❖ **Producer's Group** Free

Proficiency testing for certification in various categories is available for individuals with prior video production experience. The fee is \$75. If candidate fails to pass proficiency test, the payment can be applied to the course fee.

FINAL CUT PRO POLICY

1. All users must be Portable/Editing Class Certified.
2. Users must complete at least one portable/editing class project with one of our editing suites.
3. Training will consist of 4, three-hour classes.
4. To book time a user must have a working log sheet that has time code markings.
5. Time can be reserved just as all other edit suites within the same constraints (4hours/per day – 8hours/week).
6. The first project produced by a user must be shorter than 5 minutes.
7. Only Mini-DV and DVC Pro will be allowed to be digitized.
8. Due to hard drive space limitations, users are strongly encouraged to purchase an external hard drive with Firewire or USB connectivity. Users must finish their projects within 2 weeks of starting. If not, staff can delete the media. This time period will be shortened to 1 week as the demand for editing time increases.

Users EDL's will be saved for at least 30 days from the start of the project. This will allow users to re-digitize their footage. Also, laying off the project in its incomplete state will allow users to resume from that point if they save their footage.
10. Proficiency tests are available to users with previous Final Cut Pro experience. The test will consist of one-on-one hands on editing, conducted by staff.

Industrial Camera Policy

Industrial cameras such as the Panasonic 400 are available to users who have passed the portable studio course. They are also available to users who are portable/edit certified provided they have completed at least one production for cablecast using non-industrial portable equipment and have completed with staff an ad hoc demonstration and practice session on the working and proper care of the particular industrial camera.



REQUEST FOR CABLECAST

Please print information legibly—This information will be used in the published schedule where applicable

Program Title: _____

Single or Series Series Show Number: _____ Total Running Time: _____ hrs _____ min _____ sec

Program Description (please describe the program's content in brief) Program Format DVCPRO ___ DVCam ___ MDV ___ DVD ___

Access Channel: ECTV Channel 6 City Cable Channel 16 District 65 Channel 19

Is this the first cablecast of this program on an Evanston CMC access channel? YES NO

Program Category Information:

- Not Timely Timely and SHOULD NOT be cablecast after the date of ____/____/____
- Suitable for general audiences Contains adult language and/or situations (can only be broadcast after 10 p.m.)

First Choice	PREFERRED CABLECAST TIMES	Second Choice
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Date: _____ Date: _____

Time: _____ Time: _____

- OR check one
- Early Evening
 - Late Evening
 - Weekend

The actual cablecast times will be based on availability, prioritized by the order in which the forms were received. Series shows currently in production hold priority over the regular times.

- OR check one
- Early Evening
 - Late Evening
 - Weekend

LOCAL PROGRAMS ONLY	IMPORTED PROGRAMS ONLY
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ECMC Tape Number: _____ SPONSOR'S INFORMATION

Submitted by: _____ Submitted by: _____

Daytime Phone:(_____) _____ Daytime Phone:(_____) _____

Evening Phone:(_____) _____ Evening Phone:(_____) _____

ECMC work tapes that can be recycled: _____ PRODUCER'S INFORMATION

_____ Name: _____

FCP Projects that can be eliminated: _____ Street Address: _____

_____ City, State & Zip: _____

iMovie Projects that can be eliminated: _____ Daytime Phone:(_____) _____

_____ Evening Phone:(_____) _____

The submitter has read and agrees to all policies contained in the Operating Rules and Regulations of the Evanston Community Media Center pertaining to cablecast of programs, and has signed the Statement of Rights & Responsibilities.

Signature of Submitter: _____ Date: _____

Exemption

from ECMC Rules and Regulations

Date:

Name of Access User:

Access User Number:

Specific Exemption:

Access User's acknowledgement

Staff person granting exemption

Violation

of ECMC Rules and Regulations

Date:

Access User's Name:

Access User's Number:

Specific Rule Infraction:

Access User's Acknowledgement

Staff signature

Fine or disciplinary action imposed:

GUIDELINES FOR SUBMISSIONS OF OUTSIDE PROGRAMS TO ECMC**BASIC**

1. Any qualified Evanston resident or non-resident member of an Evanston based non-profit organization can “sponsor” programs to air on ECTV that were produced outside the facilities of the Evanston Community Media Center.
2. Sponsors of outside programming must become members of the Media Center, in order to abide by the rules and regulations, to stay in contact with the Media Center, and to become a part of the ECMC community. Membership does not guarantee program will air.
3. The producers of outside programming must grant permission for ECMC to air their content on ECTV via a signed letter of introduction. The signer(s) of this letter must appear in the credits of the program to be aired.
4. Sponsor signed Cablecast Request Forms must accompany every show submitted to ECMC.
5. A visual statement identifying the Sponsor who is requesting playback may be requested in the titles or credits of all requested programs (as described in the ECMC Operating Policies, Procedures and Rules).
6. Programming must be of a non-commercial content (example: No advertisements, testimonials, business addresses, etc. are allowed in ECMC programming).
7. Submitted programs must meet ECMC cablecast and technical specifications.
 - DVD, Mini DV, DV Cam or DVC Pro broadcast dubs only
 - 60 seconds of bars & tone at the beginning of the tape
 - 10 second countdown
 - 30 seconds of blackburst video after the end of the program
 - DVD's should start at first frame of video (no chapters)
 - All programs need a total-running time (TRT), calculated to the nearest second
8. Submitted programs must be hand delivered to the staff at ECMC by either the sponsor or producer of the program.

SERIES PROGRAMMING

1. To establish a series time slot at ECMC, the interested parties must abide by the “basic” outside programming guidelines and prepare and submit a minimum of six (6) shows for broadcast.
2. To maintain a series time slot for an out-of-house produced program, we must receive a minimum of one new show per month. These shows must be produced within the last 6 months.
3. In the event that the number of outside produced series slots being cablecast through ECMC exceeds the number fifteen (15), ECMC will no longer be accepting new out-of-house series submissions. Interested parties will be placed on a waiting list and contacted when a slot opens up due to cancellation.

Version 2.0b

DISCIPLINARY ACTIONS

Portable Equipment

<u>Rule Infraction:</u>	<u>Time Period:</u>	<u>Disciplinary Action:</u>
Late Equipment Returns	None	\$5 per hour up to \$50 per day
Late Equipment Returns	3 or more in six months	1 month suspension of Check-out privileges.
Failure to return ECMC Library Tapes	None	\$5 per day to fair market value of tape. (Determined by staff)

Studios & Edit Suites

Editing or Studio No Shows (no calls to cancel)	3 or more in 6 months	1 month suspension of all privileges
Editing or Studio No Shows (no calls to cancel)	6 or more in 12 months	2 months suspension of all privileges
Failure to cease production within facility operating hours.	2 in six months	A written warning is issued.
Failure to cease production within facility operating hours.	4 in six months	Studio privileges suspended for two months.
Finished program not submitted for cablecast	At least 1 program within 90 days	Production Coordinator contacts producer and grants a 30 day extension if needed.
Finished program not submitted for cablecast	At least 1 program after 120 days	All privileges suspended for 2 months and all ECMC issued work tapes are erased. The producer is encouraged To seek outside production Services to complete their Program. Once the producer Submits the completed program for cablecast, their privileges will be reinstalled immediately.

DISCIPLINARY ACTIONS

Rule Infraction:
Any violation

First Occurrence

6 months suspension. An organization or individual accepting payment is also required to pay ECMC 50% of the total payment.

Second Occurrence

The program will not be cablecast and the producer will receive a suspension of all access privileges for one year.

GUIDELINES FOR UNDERWRITING

The underwriting of community access programming to defray costs is permitted on the ECMC channel provided that such underwriting does not constitute commercial exploitation of the access channel.

Guidelines:

1. An underwriter is any entity which donates products, services, funds or other support which are to be used solely for non-profit purposes related to the production of the access program to be cablecast on ECMC's channel.
2. Advertising or promotion of the underwriter's services or products according to the ECMC Operating Policies, Procedures and Rules is not permitted.
3. Any mention of prices is not permitted.
4. Pictures of commercial establishments underwriting a program are not permitted.
5. No accompanying slogan of a commercial establishment is permitted to be displayed.
6. Underwriting acknowledgements may be spoken and/or displayed with electronic graphics but are limited to twelve (12) seconds per underwriter and are permitted to be displayed prior to the opening credits, during closing credits of the program, at each thirty-minute point of any program, or at any natural break in the program closest to a ½ hour. Underwriting for the Community Bulletin Board may appear only once for each rotation of announcements, since duration of the Bulletin Board will vary with the amount of demand."
7. The name, address, phone number, organizational logo and web address of an underwriter may be displayed during the underwriting acknowledgements.
8. Producers must submit a Production underwriting Report to ECMC Executive Director on semi-annual bases (every six months), or when production ceases. This report will list the names and addresses of all underwriters mentioned over the past six months.
9. Suggested text for underwriting announcements:
 - a. "This program was made possible by a grant from ..."
 - b. "This program is being (or has been) brought to you by..."

APPENDIX K

Laptop Rules

1. Laptops can only be checked out by a FCP or iMovie certified volunteer who owns or has access to their own external drive.
2. Laptops may be checked out for up to three ECMC business days.
3. Users cannot reserve two weekends in a row.
4. Users are expected to master to DVD their edited footage –or- backup any footage or edited segments to a removable hard drive. In either case, ECMC will not allow any files to be saved to the laptop hard drive beyond return to ECMC.
5. ECMC will provide a blank DVD if requested, which must be returned on check-in, whether the project is finished or not.
6. Staff tech support will only be provided on-site at ECMC and not over the phone or via e-mail.
8. Laptop users may not simultaneously reserve Final Cut Pro or iMovie suites while in possession of a laptop during a bona fide laptop checkout.
9. Final Cut Edit Suites 1 & 2, Walk-ins are limited to one (1) hour, while user is in possession of a laptop during a bona fide laptop checkout.
10. Upon return, laptop cannot be checked out by the same user/project for a period of 24 hours.