

**Rogue Valley
Community Television
(RVTV)**

**Policies & Procedures
Manual**

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RVTV Studio Policies & Procedures

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Section A: RVTV Mission, History & Standards

I. Rogue Valley Community Television Mission Statement

Our mission is to establish, manage and maintain a sustainable organization that provides Public, Education and Government (PEG) access television services on a cooperative basis to the citizens and local governments of Southern Oregon; supports the educational mission of Southern Oregon University; upholds the First Amendment; and offers access to the electronic media to all the members of this community.

II. Rogue Valley Community Television History

Founded in 1989 through an agreement between Southern Oregon University, the City of Ashland and Ashland Community Hospital, Rogue Valley Community Television (then known as Ashland Cable Access Television) officially began airing programming on February 20, 1990.

Rogue Valley Community Television (RVTV) is a nonprofit community television facility on the Southern Oregon University (formerly known as Southern Oregon State College) Campus in Ashland, Oregon.

RVTV is a PEG station, serving the citizens and governments of Jackson and Josephine Counties, as well as Southern Oregon University, bringing opportunities of free speech, training students and the public how to create and edit television programming, and the governments the opportunity to have their meeting cablecast for the citizens of the two counties to be more informed about the happenings in their community. RVTV currently reaches over 75,000 homes and businesses in the two counties.

Originally housed on the third floor of the SOU Library, in 2003, a new facility had been constructed for RVTV next to the McNeal Pavilion Athletic Facility on Campus. On December 6th and 7th, the staff and a crew of 75 volunteers moved all furnishings, equipment and the offices to the new Rogue Valley Community Television Multimedia Center.

III. FCC Rules / Adult or Potentially Offensive Content

Because of being a Community Television Station, RVTV must follow certain guidelines under FCC regulations. This includes no “selling” or commercial programming; no programs can “insight a riot,” and adult programming must appear after 10:00 in the evening.

Section B: RVTV Services

IV. Duplication of Tapes / DVDs

Clients may request copies of their programs. Multiple copies of the show may also be ordered on a sliding scale based on quantity. The charge for bulk orders is as follows:

1 st Master Copy (if from tape) --	\$15
2 thru 25 Copies --	\$10 each
26 thru 50 Copies --	\$ 7 each
51 thru 75 Copies --	\$ 6 each
76 thru 99 Copies --	\$ 5 each
Over 100 Copies --	\$ 4 each

If a tape is submitted and it requires “Babysitting” the Master DVD is \$20

The above prices include a Label and Paper Sleeve

Jewel Cases for DVD’s add \$1 each

V. Video on Demand

RVTV offers clients Video on Demand services for \$55 per year, per file. The client receives their file and a link for their website to the file for one year.

Southern Oregon University Faculty and Students receive a reduced price of \$35 for the year. Shorter times may also be arranged with the RVTV Operations Manager at 541 / 552-8416.

VI. Promotion of Programs

RVTV “advertises” their program schedule in several different ways. One way is on the RVTV website: www.roguetv.org. This is updated on a daily basis by the Operations Manager. A second way of advertisement is on the Community Reader Board, which airs whenever there isn’t a live or scheduled program on the channels. The third way of advertising by RVTV is in the newspaper: Ashland’s Daily Tidings, Medford’s Mail Tribune and Grants Pass’ Daily Courier. The schedules must be submitted to the newspapers two weeks in advance so if there are changes in scheduling and it’s closer in time then that, the program might not appear in the paper but will be on the website and Reader Board.

VII. Storage of Programs

All Programs taped at RVTV or submitted to RVTV are kept on the shelves for one (1) year from the date received. Government programs are returned to the individual governments. If others want to receive their program back, they should speak with the RVTV Operation's Manager at 541 / 552-8416.

VIII. Remote Shoots

RVTV offers several ways programs can be recorded remotely.

- a. Mobile One: RVTV has a furnished van that can be hired to record programs in the field with from three to six cameras. If a live show is wanted, Charter Cable must be able to make a drop line at the location. The base price for such a recording is \$1750. This includes a five person crew plus the engineer or staff member (a three camera shoot). The cost will varied based on the length of the program, the size of the crew desired and the location.
- b. SOU Production: Advanced video production students are available for a variety of field productions, from one student/camera to a multi-camera shoot. Editing of the video is also available. The cost varies depending on the number of hours involved, the number of cameras/students that will be involved, the location and whether the students will be editing the piece.

IX. Community Reader Board

RVTV offers a Community Reader Board. The Reader Board carries announcements for Government Meetings, Non-profits, SOU, scheduling for RVTV, special events, RVTV Public Access classes and more. The Reader Board is updated weekly and is free of cost.

The Community Reader Board is a series of approximately 200 Power Point slides that cycle through approximately every 50 minutes, with each slide appearing for approximately 15 seconds. No voiceovers can be added to the slides presentation.

Section C: RVTV Program Scheduling

X. Scheduling of Programs

The Operations Manager at RVTV schedules programming for Channel 9 in Jackson County and Channel 14 in both Jackson and Josephine Counties. The Public Access staff schedules Channel 15 in both Jackson and Josephine Counties. The programming is seen over Charter Communications in both Counties and on Ashland Home Network in Ashland. Programming is done on a daily basis and entered on the RVTV website: roguetv.org on a daily basis. Channels 9 and 15 carry the RVTV Community Reader Board when no other specific program is scheduled. Programming from Jefferson Public Radio Station on the SOU Campus are played behind the Reader Board. Both channel 14's carry the Oregon Channel Legislative feed when no programming is scheduled.

XI. Channel 9 – Jackson County

Channel 9's weekly programming includes The City of Ashland's Government Meetings, repeats of the meetings and Live Studio shows approximately 44 hrs per week; Thursdays, SOU and SOU Student Programs (4 hrs) are played, and on Friday's, Public Access programs play from 5 PM to 2 AM. On the weekends, 56 hours of Southern Oregon Travelogue is aired.

XII. Channel 14 – Jackson County

Channel 14 in Jackson County airs 12 hours per day (Monday through Friday) of government meetings, with an additional 32 hours of repeat government meeting on the weekend. The channel carries the City of Medford and Jackson County live government meetings with repeats of all government meetings. During the time no government meetings are being aired, the Oregon Channel Legislative feed is run.

XIII. Channel 14 -- Josephine County

Channel 14 in Josephine County carries both the Josephine County and the City of Grants Pass live government meetings and repeats six hours a day, Monday through Friday, with an additional two hours on Wednesdays. On weekends, 14 hours of government meetings are repeated, along with 44 hours of the Travelogue.

XIV. Channel 15 – Jackson & Josephine Counties

Channel 15 in both Jackson and Josephine Counties is the Public Access Channel. The programs aired on Channel 15 is produced by Public Access Producers. Programming is shown on Monday, Wednesday and Friday from 5:00 PM to 2:00 AM and on Saturday and Sunday from 8:00 AM to 2:00 AM.

Regular series time slots are bid on quarterly by the Access Producers, allowing new Producers the same opportunities for prime times as old time Producers.

When there are times with no regular series scheduled, non-series programs are scheduled. On Tuesdays and Thursdays and non-program times, the Community Reader Board is aired.

XV. Political Candidate Programs

During the pre-election periods, RVTV offers candidates opportunities to share their thoughts with the public over RVTV Community Television.

Approximately three months prior to the election, a letter or E-mail will be sent to all candidates explaining the RVTV opportunities available to them, along with the costs, replay policy and a contract for them to sign and return prior to recording their program.

Any candidates interested in recording and airing a program will be given that opportunity at the earliest date available and will receive equal time of other candidates based on when they record or submit their program (equal time for past programming by another candidate will not be matched – only equal time from the date of the recording will they receive equal time).

Community Television is not under the FCC “Equal Time” policies for candidates but RVTV does its best to give equal time once a program is recorded.

Below is a sample of the letter/E-mail sent to candidates:

DATE

Dear Candidate's Name,

This is an invitation to use the resources of RVTV to produce a candidate-sponsored video.

These videos (a.) can be used for broadcast over RVTV's channels 9 and 14, (b.) can be stored on RVTV's video-server to be available 24 hours a day, 7 days a week as a Video-on-Demand feed over the Internet, or (c.) can be distributed in a DVD format by the candidate.

*This production service is available up until **October 23, 2010**, to produce broadcast materials that may be aired on RVTV until midnight, November 2, 2010.*

Due to the demand for candidate-sponsored political broadcasts for 2010, RVTV has drawn up brief documents that codify our current candidate-sponsored programming practices for studio-produced and externally-produced programming.

These agreements are intended to ensure that each candidate is informed about the terms of airing a candidate-sponsored broadcast and to ensure that each candidate has fair access to RVTV's viewership.

Studio productions can be produced at RVTV for \$175 per 30-minutes and \$200 for 60-minutes; see the attached agreements for details. Charges are reduced for airing externally-produced candidate-videos.

*Candidates are encouraged to **contact Nena Heitz, RVTV Director/Administrative Manager, at 541-552-8777** for details and to arrange for these services.*

Respectfully,

*Nena Heitz
RVTV Director/Administrative Manager
scuderin@sou.edu*

Below is a sample of the Contract that is sent with the above cover letter to candidates:

Agreement for Candidate-sponsored, Studio-produced Broadcasts

Terms:

<i>Program length</i>	<i>Charge</i>	<i>Channel 9</i>	<i>Channel 14</i>	<i>Media</i>	<i>*(Video-Demand)</i>
One-half hour program	\$175.00	2-times/wk.	3-times/wk.	3 DVDs	Additional \$50
One-hour programs	\$200.00	2-times/wk.	3-times/wk.	3 DVDs	Additional \$50 <i>* optional</i>

Any candidate-sponsored program (30-minute or 60-minute) will be run a total of 5 times a week, as stated above, for a period no longer than four consecutive weeks (including the initial week). Broken week schedules are not permitted. The four-week period begins the week the initial program is aired.

1. All candidate-sponsored programs will cease to be aired after midnight, November 2, 2008. There will be no compensation for unused broadcast time. Any purchased Video-on-Demand services will also cease at midnight, November 2, 2008.
2. To balance competing candidates programs, airing during the same contract periods, candidate-sponsored programs' airing times will be adjusted to provide fair access to the viewership.
3. New programs will take precedence over any previous program broadcast by the same candidate; when a new program is introduced, the first program's consecutive 4-week cycle will cease and a new, consecutive 4-week run will begin.
4. Candidates are limited to airing a single candidate-sponsored program during any given week, although it may be shown up to five times, as stated above.
5. When a new program is introduced, it will replace the previous program, independent of its length (either 30 or 60 minute).

Other specific terms as needed:

Candidate's name: _____ Office: _____

Date of Election _____ Location of election: _____

Program Title: _____

Record date: _____ Program start date: _____

Billing Address: _____

Phone number: _____ E-mail address: _____

By signing this document, I acknowledge I understand these terms and agree to them.

Agreed to by: _____ Date: _____

For RVTV: _____ Date: _____

Section D: RVTV Studio

XVI. Scheduling the Studio

RVTV makes the studio available to Government bodies, Non-profit organization, Southern Oregon University administration, faculty and students four evening a week (Monday through Thursday) to create and air live studio television programs. RVTV provides a student staff for the shows, unless otherwise specified. The studio is also available for during the election process for candidates to create and air programs regarding their candidacy.

When a reservation for the studio is desired, they must contact the RVTV Director at 541 / 552-8777. In the absence of the Director, the Operations Manager may be contacted at 541 / 552-8416 for reservations.

XVII. Who is allowed to use the Studio

The Governments of Jackson and Josephine Counties take first priority in reserving the studio, followed by Southern Oregon University. RVTV then opens the availability to Non-Profit organizations, occasional motion picture companies rent the studio. Finally, trained public access producers have use of the studio on Friday evening and Saturdays.

During the week, Ashland High School uses the classroom and studio early in the morning two to three times per week, paid for by Ashland School District. SOU Video Production classes are taught during the week and students have access to the studio until 4:30 when the student crew for the evening's live shows take over the usage of the studio.

Being a non-commercial facility, no for-profit organizations may do programs from the studio to sell a product or service. They may talk about a product or service but no prices can be mentioned. They may offer phone numbers, website addresses or email addresses but not specific sales information.

XVIII. Pricing for the Studio

Being a training facility for SOU students to have an opportunity to work in a professional setting, RVTV strives to maintain affordable pricing for the use of the facility while covering the cost of their student crew, equipment maintenance, repair and reserve for replacement.

RVTV generally only has done live, hour long shows in the past, with occasional exceptions. RVTV now offers the opportunity for half-hour recorded programs as well. Live studio shows are from 6 PM to 7 PM and are aired on Channel 9. Students arrive at 4:30 to prepare the studio for the program and the client is encouraged to arrive at the studio no later than 5:30 PM, giving the crew time for any adjustments to the lighting, audio, set or graphics prior to 6 PM. The new half-hour recorded shows would have the students arriving at 4 PM, the client no later than 4:30, and recording from 4:45 to 5:15. This would give the students 15 minutes to make the adjustments needed prior to the arrival of the client for the live studio program.

The prices for the studio include the setting, qualified student crew, a student supervisor and multiple re-runs on RVTV (a minimum of three).

The pricing breakdown is as follows:

Governments & For Profits:	Hour Live show	\$500
	Half Hour recorded show:	\$350
Non-Profit Organizations:	Hour Live show	\$300
	Half Hour recorded show:	\$175
Southern Oregon University:	Hour Live show:	\$200
	Half Hour recorded show:	\$150
Political Candidates:	Hour Live show:	\$200
	Half Hour Live show	\$175
	Externally produced show	\$ 75

Exceptions: Some contracts are currently in place, signed at the old base rates. These rate will remain in place until the contacts expire, at which time, the new prices indicated above shall be implemented for these entities.

XIX. In Lieu of Payment

RVTV occasionally make an agreement (ie: Project A / Tech Talk) for a trade in services between a company for their doing a show (single or monthly) in lieu of payment for a service they can provide RVTV of like-value.

XX. Graphics for a Show

The client is asked to be in touch with the RVTV Director, Nena Heitz – heitzn@sou.edu or 541/552-8777 at least 24 hours prior for their show with the list of individuals who will appear on their show, along with any titles for the individuals and contact information.

XXI. Roll-ins During Programs

RVTV provides the ability for clients to bring PowerPoint presentation, roll-in tapes or DVDs, an Elmo projector for presentations, as well as a phone for call-ins during a live show, and easels for posters or signs. As the date for a show gets closer, the client is asked to let the RVTV Director know what their needs will be for their show.

Section E: Student/Staff Studio Crew

XXII. Personal Conduct

Smoking: Absolutely no smoking of any kind is allowed in the studio or the RVTV Facility. Per Oregon Ordinance, ORS 351.070 & ORS 433.835 – ORS 433.850 as observed by SOU, there is no smoking allowed within 15 feet of the doors to the facility.

Food and Drink: Food and Drinks are allowed in the lobby, studio, green room, break room, Master Control (at the back table) and at staff desks at RVTV. Any individual or group bringing in food or drink is responsible for cleaning up after the show or function. A \$50 cleaning fee will be charged if this is not done. NO food is permitted in the Studio Control Room. Only beverages with lids that seal may be brought into the Control Room and when not being consumed, sealed tightly.

Alcohol: No alcohol is permitted is permitted on the SOU Campus, including RVTV, unless authorized by the University President.

Language & Interaction: In the spirit of professionalism, RVTV Staff and Student Crews are required to maintain professional, non-profane language at all times when guests are present or expected. All are to address guests with the highest of respect when addressing them or each other. No monkeying around during the recording of studio shows or while guests are present.

Harassment: No harassment of any kind is allowed in the studio, or anywhere in the RVTV facility. Anyone experiencing harassment by another are asked to report it to the RVTV Director immediately.

Student Guests: Student crew members are allowed to bring guests to work with them. However, the guest may not be a distraction from the crew member doing their job of preparing for a show. If the guest stays at the studio during the recording of the show, they must either remain in the lobby or be seated in the back of the studio. They are not allowed in the studio control room or Master Control room. Any guest causing the student to be distracted from their duties will be asked to leave the facility. No “guests” are allowed to stay in the Master Control room. Tours may be given but the guest must then leave.

Non-Professional Behavior & Loud Music: Students are required to show up to work on time and prepared to do their job, not play around in a juvenile manner. RVTV offers students a professional setting to work and learn all aspects of studio production. Childish behavior is not acceptable. The playing of loud music is prohibited. The student’s focus is to be on their job. Student unable to act in a professional will be dismissed from their possession as studio crew at RVTV.

XXIII. Student Crew Position Responsibilities: All crew members will assist in setting up the set and tearing it down when the show is over.

Camera Operators: Set the lights once the set is completed under the direction of the Director. The camera operators also make sure the clients have water on the set and, if needed, chairs at the back of the studio for any guests. Camera Operators are also responsible for setting up the PowerPoint computer if it is needed and making sure it is working properly.

Audio Operator: Is responsible for making sure all microphones are put out and tested, any music brought by the client is set up and if no music is provided by the client, getting a CD from the RVTV music cabinet and returning it after the show. If a phone is being used, make sure it is properly connected and miced. When the client and their guest arrive, assist them with properly putting on their microphones and conduct a final audio check with each person who will be speaking.

Graphics Operator: Create the graphics for the show. Double check with the client as to the topic for the show, the spelling of all names and titles for their guests, the correct E-mail address or phone numbers have been entered. The Graphics Operator is also responsible for completing the Crew Sheet and giving it to the Student Supervisor.

Director: Is responsible for making sure the cameras are in the positions they want them to be in and the lighting is as they want for the show. They are also responsible for doing the White Balance once the set and lighting is completed. The Director is to introduce themselves to the Client when they arrive, discuss any changes they would like made, finding out what time cues the host for the show want and for seeing that the crew is in their position no less than five minutes prior to the start of the show. Make sure after the show that the cameras are in bars and the studio and control room are returned to neutral.

During the show, there will be no “joke telling” or joking around between the Director and Camera Operators. Camera Operators are ONLY to speak if asked a question by the Director or if they see something wrong that would be important for the Director to know.

XXIV. Student Dress Code for working in the Studio

RVTV is a relaxed place to work but is still a business and we are servicing paying customer. It is important that Student Crew look professional when working in the studio.

Hair must be combed and clean and the student must be free from strong body odors, wearing clean clothes.

Okay to wear:

Jeans, slacks, suits

Skirts, dresses (not less than 4” above the knee)

Shorts (not less than 4” above the knee)

Tee shirts, Polo shirts, dress shirts, sports shirts (if there are logos or sayings, make sure they are tasteful – no foul language)

Blouses – long or short sleeved

Close toed shoes

NO – NOs:

No open toed shoes

No underwear showing (boxers, underwear, bras, etc.)

No torn, or holey clothing

No dirty, stained or paint covered clothing

No bare midriffs

No head wraps or hats during the recording of a show

No pants or skirts that are falling off

XXV. Leaving the Studio and Control Room in Neutral

When completing a show in the studio, both the studio and control room must be returned to neutral.

- a. All Props and Set Pieces returned to the same location they were taken from.
- b. All XLR cords properly rewound and hung on the pegs at the back of the studio.

- c. All Microphones placed back in the bag with the corresponding number, making sure to check that the Clip is on the microphone.
- d. Any Lights that were moved or the plugs changed are to be returned to their prior position. If gels or gobos were used, they must be removed from the lights and stored in their proper storage locations.
- e. The Light Board must have all lights shut off, the Master Control slider bar brought down and the board shut off and covered.
- f. The Audio Board must have all sliders down and all lines muted. The master switch over the monitors is to be shut off. If any CDs were used during the show, they must be returned to the CD cabinet and the CD player shut off.
- g. Camera must have their cables rewound and on the pegs at the back of the studio, the monitors in black (knobs at the side of the monitors). Make sure all cameras are locked down so they won't tip over.
- h. The Graphics Computer must have all files closed and both the monitor and computer shut off.
- i. All monitors in the Control Room are to be shut off.
- j. The Cameras are to be placed in bars.
- k. The Grass Valley Mixer "Fade to Black" button has been pushed.
- l. The Director's Microphone Box under the monitors has been shut off.
- m. The DVD and Tape Recorders and Playback decks are shut off, as well as the Mini DV deck.

XXVI: Section F: Public Access

PUBLIC ACCESS PRODUCER POLICY & PROCEDURES

- I. Producer Certification & Training**
- II. Producer Eligibility**
- III. Youth Producers**
- IV. Producer Allocation & Equipment Rental**
- V. Personal Conduct**

I. PRODUCER CERTIFICATION & TRAINING

Workshops and Training:

RVTV Public Access courses are challenging, yet offer unique opportunities to communicate with people in our community for successful completion of this unique course. RVTV Public Access is located on the Southern Oregon University Campus in Ashland, Oregon, in the Rogue Valley Multimedia Center.

Access to the electronic media is a privilege, not a right.

Our Public Access instruction program is designed to teach citizens of Jackson and Josephine Counties how to use that access in a responsible and ethical manner. Television Production Workshops and Training are provided by RVTV, as part of a extensive Public Access program.

In Jackson County, a six week Studio Producer Certification Workshop (SPCW) Training and a five week Field Producer Certification Workshop (FPCW) Training is offered each SOU Academic Quarter, (Fall, Winter, Spring, Summer) and features an intensive introduction to all aspects of producing a Public Access Television Program. In Josephine County, a seven week Field Producer Certification Workshop (FPCW) is offered to residents at Rogue Community College in Grants Pass. Classes are open to individuals and organizations in our communities for a nominal processing fee. Anyone interested in becoming a Public Access Producer and/or Volunteer is highly encouraged to first attend an Introduction to RVTV Public Access Orientation Class, free of charge, the first Wednesday of each month (except holidays) at the RVTV Multimedia Center in Ashland, Oregon on the SOU Campus.

RVTV and Public Access do not discriminate against anyone based on race, gender, religion, economic status, age or political affiliation.

Certification: Individuals attending appropriate classes and who successfully demonstrate the ability to operate video and audio equipment will be considered Certified RVTV Producers, providing free access to the equipment on which they have been trained. A minor child (under the age of 18), must be accompanied by a parent or guardian to classes and cannot check out equipment or reserve the studio (the parent or guardian must take responsibility for their minor children).

Producer: Producers will receive one of three producer titles, upon advancement through workshop and class completion. These producer titles include:

1) Associate Producer: An individual who signs up for and is attending one of the Workshops.

2) Producer: Must complete Entry level Production Classes; which, for a Studio Producer includes Pre-Production, Script Writing, Set and Art Design, Graphic Operations, Studio Cameras, Audio Techniques, Lighting Techniques, Hosting a Studio Program, Studio Control and Directing.

For a Field Producers: Pre-Production, Script Writing, Field Lighting, Field Cameras, Audio in the Field, Post Production and Editing.

Studio Producer has access to RVTV Studio Use, and Field Producers have access to RVTV Editing Facilities, Equipment Check-out.

3) Mentor: Must complete and participate in Mentoring Program. Participation could include teaching Production Classes and/or mentoring Studio or Field Productions for Associate Producers and Producers. Mentors have access to above listed facilities and equipment, plus Remote Production Equipment. A mentor must volunteer at RVTV a minimum of 5 hours per month to maintain their "mentor" status.

Training Fees: SOU does not charge tuition for a Public Access Workshops. However, we ask participants for a \$50 processing and materials fee for residents of Ashland, Medford and those living in the unincorporated areas of Jackson and Josephine counties when attending one Workshop series.

There is an additional \$35 materials fee if a second Workshop series is attended. Training is available on a first-come first-served, non-discriminatory basis. No refunds will be given unless RVTV is notified one week prior to classes. If you live outside any of the above mentioned jurisdiction, a tuition fee of \$100 will be charged.

As fees for the classes in Grants Pass go through RCC, the fees for the FPCW class there are \$56.

Waivers: Workshop waivers may be awarded to potential RVTV Producers at the direction of Staff and approval by the Public Access Advisory Committee, providing the individual demonstrates proficiency in the use of requested equipment. A workshop waiver request must be submitted in writing.

II. COMMUNITY PRODUCERS ELIGIBILITY

1. AVAILABILITY: RVTV production facilities are available to Studio Producer groups and individuals based on attending a quarterly meeting and submitting requests for two uses of the studio for the following quarter for the purpose of creating non-commercial Public Access cable programs. Field Producers may check out field equipment and use the RVTV editing equipment for the purpose of creating non-commercial Public Access cable programs.

Any use of these facilities or equipment that is commercial in nature and/or not intended to result in a program cablecast on the Access Channels is forbidden. Noncompliance to the above may result in being banned from the facility.

2. PRODUCER: Proof of being an RVTV is required before any individual may receive benefits.

3. AGE: Although there is no minimum age restriction, residents under the age of 18 years must have on file a Parental/Guardian Consent and Financial Liability Form. Those under the age of 18 will not be permitted to check out equipment or use production facilities unless accompanied by an adult. The Access Coordinator has the latitude to deny any resident under the age of 18 access to RVTV's facilities/equipment on said premises without the presence of a parent or legal guardian, or

professional instructor. Users of all ages must complete all appropriate certification requirements as set forth in these rules and procedures. (Please refer to Section III. Youth Producers)

4. CERTIFICATION: Users who attend all workshop sessions and successfully demonstrate the ability to operate the video and audio equipment will be considered certified RVTV users, providing them access, without charge, to the equipment on which they have been trained. Completion of each production workshop will be indicated on the RVTV Database at RVTV as proof of certification. Users may be asked to fill out Workshop Evaluation forms.

5. CERTIFICATION RENEWAL: To keep certification active, you must maintain a current Producer status and must use the equipment or facilities at least once a year. After a period of one year without use of equipment or facilities, you may be asked to demonstrate proficiency on the equipment you wish to use. If you cannot demonstrate proficiency, you may be asked to attend a refresher-training workshop.

III. YOUTH PRODUCERS

1. No one under the age of 18 will be eligible to obtain Producer status at RVTV.

- A) No one under 18 years old has financial liability
- B) No one under 18 years old can be legally responsible for content
- C) Each checkout, etc. is a contract for which no one under 18 may accept liability.

2. Anyone under the age of 18 and who wishes to pursue video production education needs to contact Jackson Education Service District in Medford at (541) 776-8567 for more information on education television.

IV. PRODUCER ALLOCATION & EQUIPMENT AND FACILITIES USE

1. STATISTICS: For the purpose of statistical information, community producers are charged the following paper transaction when using RVTV equipment for production uses:

Studio & Control Room: \$150 per use (3 hours)

Crew Recruitment: \$50 per production (after three productions)

Field Camera: \$50 per use

Standard Audio Kit: \$10 per use

Custom Audio Kit: \$15 per use

Lighting Kit: \$10 per use

Linear Editing: \$50 per use

Digital Editing: \$100 per use

Editor Operator: \$50 per use (after three sessions)

2. MISCELLANEOUS EQUIPMENT: Allowance at RVTV Public Access Rates.

3. PRODUCTION EQUIPMENT/FACILITY REQUESTS:

A certified Studio Producer may attend the Quarterly Producer Meetings and submit a request for studio usage (two studio uses per quarter, per Producer if space/dates allow). If all studio times are taken, they can contact the Access Coordinator and be placed on a wait list for cancellations.

A certified Field Producer may call or come into RVTV and make reservation for the check out of field equipment. It is advised to do this as soon as a specific date for a taping is known. A Field

Producer must make reservations with the Access Coordinator, Instructor or Equipment Manager for the usage of the editing facilities or dubbing equipment at RVTV. Reservations are granted based on availability of equipment at the time requested on a first come/first serve basis.

5. DAMAGE OR LOSS: Producers are responsible for the repair or replacement costs of equipment damaged due to negligence. Producers must sign the RVTV Equipment/ Facility Request form prior to check out. It is highly advised that the Producer examine the equipment they are checking out prior to leaving the facility. Lost or damaged equipment must be replaced with identical equipment within thirty days. Failure to comply within this time period will result in suspension from use of all RVTV equipment and facilities until the lost or damaged item has been replaced or repaired, or may result in legal action. Producers will not be responsible for normal wear and tear of equipment.

6. CHECK OUT: Portable equipment will be checked out and in by RVTV staff. Equipment will be thoroughly examined both at check out and return to determine the condition of the equipment at that time. Users should allow time in their production planning for this procedure.

7. EQUIPMENT AND FACILITIES: The equipment and facilities are provided for the express purpose of producing programs for play on the Public Access Channels. The use of equipment to produce programs for private use or for personal or commercial gain is strictly prohibited.

V. PERSONAL CONDUCT

1. SMOKING: Smoking is prohibited in all areas of the RVTV facility and must be no closer than 15 feet from any entrance to RVTV.

2. FOOD AND DRINK: Consumption of food and beverages is restricted to the front lobby, editing suite and classroom only, unless they are being used in the production of a program. It is strictly forbidden to take food and drinks into the control room. Users are responsible for cleaning up after themselves and those associated with their production.

3. SPIRIT OF COOPERATION: RVTV users are expected to exhibit a spirit of cooperation at all times. The facility belongs to everyone - SOU students, access producers, University faculty, government workers and high school students. Courtesy, understanding and flexibility will result in a more productive facility for everyone.

4. HARASSMENT: It is the policy of RVTV to promote a work place free of tensions involving matters which are not related to RVTV business. It is the policy of RVTV that an environment of tension created by ethnic or religious remarks, offensive jokes or language, animosity, unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature does not belong in the community's television facility. Sexual considerations or favors shall not be used as a condition of employment, volunteer status, use of the facility, scheduling, or affect any personnel decisions, such as hiring, promotion, or compensation. If any such verbal or physical conduct interferes with an individual's work performance or volunteer status, or creates an intimidating, hostile, or offensive work/volunteer environment, the offended individual shall notify management. The claim will promptly be reviewed and investigated.

5. EDITING ROOM: Any Producer using another Producers recorded footage without permission or deleting another Producers footage will be banned from using the RVTV P.A. Editing Room.

PROGRAMMING & PLAYBACK POLICY & PROCEDURES

- I. Programming
- II. Cable Casting Guidelines
- III. Quarterly Programming System
- IV. Playback Tape Requirements
- V. Program & Tape Rights
- VI. Videotape & Storage
- VII. Series Rules
- VIII. Adult Programming Guidelines

I. PROGRAMMING

1. PUBLIC ACCESS CHANNEL: All public access programming is aired on RVTV Channel 15 in Jackson and Josephine County on Charter Communications and on Ashland Home Network. Public Access cablecast time is available free of charge to any RVTV Certified Producer in good standing. Program scheduling covers four 13-week seasons, generally following the Southern Oregon University academic quarter calendar of Fall, Winter, Spring and Summer terms.

2. SUBMISSION FEES: A minimal submission fee is charged for the processing of programming upon submission. Fees are as follows:

- a. DVDs produced in Jackson or Josephine County: \$ 2.50
- b. DVDs produced outside Jackson or Josephine County: \$ 5.00
- c. Tapes or MiniDV's produced in Jackson or Josephine County: \$10.00
- d. Tapes or MiniDV's produced outside Jack/Jo Counties: \$15.00
- e. DVDs needing to be re-burned produced in Jack/Jo Counties: \$10.00
- f. DVDs needing re-burning & produced Jack/Jo Counties: \$15.00
- g. Studio Programs (per reservation): \$10.00
- h. PSA/Station IDs/Program Promos: \$ 2.50

3. PROGRAM CONTENT: Each Producer has complete creative control of the content of each program. It is the policy of RVTV not to preview such material for the purpose of censorship. RVTV shall not act as a censor to such materials prior to transmission on Channel 15 in Jackson and Josephine County on Charter Communications and on Ashland Home Network.

4. PROGRAM RESTRICTIONS: Presentation of materials designed to promote the sale or exchange of a good or service is prohibited on RVTV. Presentation of the following materials on Channel 15 in Jackson County, and Josephine County on Charter Communications and on Ashland Home Network is specifically not authorized by RVTV, and may subject the producer or other responsible party (or parties) to criminal prosecution or civil liability:

- a. Any advertising material designed to promote the sale of commercial products or services.
- b. Any obscene or indecent material, including pornography.
- c. Use of unauthorized copyrighted material.
- d. Material that defames any racial, ethnic, sexual, age or religious group.

- e. Any advocating of violence or fighting words which are designed to invoke violence.
- f. Noncompliance with applicable Federal, State and local laws and regulations.
- g. Any slanderous or libelous materials.
- h. Any deliberate misinformation which may result in harm to any Individuals
- i. Any advertisement of or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance.

A disclaimer shall be contained at the beginning and/or end of each program stating:

“The views and comments expressed on this program are those of the producers and not those of SOU, RVTV, or their cablecast partners.”

Programs must be submitted to RVTV at least seven (7) days in advance of their scheduled cablecast in order to be included in program schedules.

5. VIEWER COMPLAINTS: RVTV staff will notify Producers of all complaints. Viewers wishing to file a formal complaint may do so in writing. All formal, written complaints will be presented to the Public Access Advisory Committee for review unless resolution of the complaint can be accomplished to the satisfaction of all parties. Programming will not be pulled without express permission of the producer and/or Public Access Advisory Committee.

6. PROGRAMMING PRIORITY: Certified RVTV Producers in good standing receive top priority for scheduling playback time on Channel 15 in Jackson County and Josephine County on Charter Communications and on Ashland Home Network.

Programming produced within the Rogue Valley and submitted for playback will receive the second highest scheduling priority.

Programs produced outside the Rogue Valley and submitted for playback will receive the lowest scheduling priority. Because time is limited the following will apply for playback purposes.

- a) Requests for channel time will be processed on a quarterly bidding process.
- b) All users must complete, sign and submit a Program Bidding form.
- c) Producers of on-going series will have the option of bidding for time slots prior to the first week of each Programming Quarter (January, April, July, October)
- d) Programming conflicts will be resolved using the following steps
 - Step 1) applying Scheduling Priority (ie: a Local RVTV Production takes precedent over a Non-Local Production)
 - Step 2) Communication/mediation between producers requesting same time slot
 - Step 3) Lottery system as last and final conflict resolution if above methods fail.

7. LOCALLY PRODUCED PROGRAMMING: Individual programs may be scheduled for cablecast on Channel 15 in Jackson County and Josephine County on Charter Communications and on Ashland Home Network a maximum of six times in any one 13-week season. Weekly series may include 13 programs. RVTV reserves the right to schedule public access programming on its other cable channels at its discretion. A minimum of 60% program content must be locally produced. RVTV reserves the right to waive these restrictions on a case by case basis.

8. IMPORTED PROGRAMMING: All programming not produced locally must be sponsored by a local individual or organization. Imported programs receive the lowest scheduling priority on RVTV. Imported programs may be scheduled a maximum of six times in any 13-week season. RVTV reserves the right to schedule imported programs in available time slots and may schedule additional times on other access channels.

9. "LIVE" PROGRAMMING: RVTV reserves the right to pre-empt any Public Access program for the presentation of a "Live Studio" production. In such cases, RVTV will reschedule the pre-empted program and notify the producer or sponsor of the change. Requests for live programming must be submitted in writing at least two weeks in advance with approval granted by RVTV Public Access staff.

10. REGULARLY SCHEDULED SERIES: Regularly scheduled time slots may be reserved in blocks of 60 minutes or less. Programs must be delivered to RVTV Public Access in a consistent and timely fashion. Failure to provide new programming two weeks in a row may result in the loss of the regularly scheduled time slot.

11. TECHNICAL REQUIREMENTS: All programs will be cablecast on DVD-R. Programs submitted for cablecast on other formats cannot be played without burning to DVD-R. Additional technical requirements are as follows:

LEAD TIME: All DVD's submitted for playback on RVTV must contain 3 seconds of black at the beginning of the program, in high resolution NTSC, 640 x 480 and in stereo. The only speed accepted is 1x. Videotapes submitted for playback on RVTV must contain either 30 seconds of black or 15 seconds of color bars and 15 seconds of black. Program must begin within the first 90 seconds of tape. A minimum of 60 seconds of black must follow the conclusion of each program.

TAILS: All DVD's submitted must also include 10 seconds of black and silence after the program. Tapes require 30 seconds of black and silence after the program.

CREDITS: All locally produced programs using RVTV equipment and facilities must contain opening and closing credits that include the Producer's name and contact information, and the following required statement:

"Produced through the facilities of Rogue Valley Community Television. Content of this program is the sole responsibility of the Producer and does not reflect the views of SOU, RVTV and its Cable Partners."

DVDs & TAPES: Only one program may be submitted on each DVD or videotape.

LABELS: For best results, RVTV prefers to label all DVDs being submitted for cablecast on its channels. Tapes submitted for cablecast are required to have labels.

RVTV reserves the right to refuse playback of programming that does not meet these standards.

11. UNDERWRITING - Underwriting of programming produced with RVTV equipment is permitted based on the following limitations and criteria:

a. Producers may not solicit any monetary support for the production of any access program except through a legitimate grant giving organization unless the Producer has explicit permission of RVTV.

b. Producers on their own behalf, may solicit “in kind” contributions such as food, set materials and other equipment necessary for the production of their program in return for underwriting credit.

c. Underwriting credit shall be limited to the following:

- 1) The visual and/or audio presentation of the name and logo of the underwriter during the beginning and ending credits of the program only.
- 2) A maximum of 10 seconds is permitted for identification of an underwriter.
- 3) A maximum of five (5) underwriters may support any given program or series of programs.
- 4) Any statement stating price, product or service descriptions is deemed commercial advertising in nature and is prohibited.
- 5) The specific address and phone number is permitted for underwriters. Identification of the city and state where the underwriter is located is permitted in all cases.

d. Producers violating the underwriting guidelines could face revocation of Producer status.

12. WORK FOR HIRE: RVTV is a student and volunteer based community television facility. RVTV equipment and airtime are available free of charge to all citizens who desire to communicate through television via access to the cable system. There is a minimal submission processing fee for each program. Use of this community equipment to generate a profit is inappropriate and is in direct conflict with the volunteer spirit that makes access television unique and accessible. **It is RVTV’s policy that no one may receive monetary compensation for any service rendered utilizing RVTV production equipment and facilities.** Employees of an organization, producing programming for that organization may receive normal compensation. Anyone determined to be in violation of this policy will be denied use of RVTV equipment and face revocation of Producer status.

II. CABLE CASTING GUIDELINES

1. Programs must be submitted a minimum of 7 days before their first play date.

2. Programs are to be delivered to the Public Access at the Multimedia Center at RVTV and include a completed Programming Submission Form and Submission Fees.

3. Channel 15 in Jackson County and Josephine County on Charter Communications and on Ashland Home Network program schedule is subject to change without notice.

4. RVTV reserves the right to schedule adult oriented and programs using offensive language between the hours of 10:00 p.m. and 5:00 a.m. A Producer may appeal this decision in writing to the Public Access Advisory Committee for final review.

5. RVTV is not responsible for lost DVDs or videotapes.

III. QUARTERLY PROGRAMMING SYSTEM

All Producers of series in current production are requested to select a time slot for their program during the month and a half prior to the new quarter beginning (mid-November for January, mid-February for April, mid-May for July and mid-August for October.) Please refer to the Programming section of our website at <http://www.roguetv.org/>.

Programming priority will be given to 1) Local RVTV productions 2) Local non-RVTV produced productions 3) Non-local productions. A lottery will be used to award time slots requested by more than one producer.

In addition, all Public Access Producers are responsible for the programming of their show(s). Scheduling is planned in advance for loading into the carrousel and computer programming.

IV. PLAYBACK TAPE REQUIREMENTS

The following requirements must be met for playback. Failure to comply may mean your program will not be aired.

1. LEAD TIME: All DVD's submitted for playback on RVTV must contain 3 seconds of black at the beginning of the program, in high resolution NTSC, 640 x 480 and in stereo. The only speed accepted is 1x. Videotapes submitted for playback on RVTV must contain either 30 seconds of black at the beginning of the tape.

2. RUN TIME: Get an accurate running time so that we can program fillers when necessary to fill your time slot. Record run time on your submission form.

3. PROGRAM LENGTH: To ensure easy to schedule program, all Producers are encouraged to produce programs that are approximately 28 minutes and 58 minutes in length. It is challenging to program shows that run 38 minutes or 67 minutes, and the result may be that your program gets less air time or have the end of the program cut off.

4. TAILS: All DVD's submitted must also include 2 seconds of black and silence after the program. Tapes require 30 seconds of black and silence after the program.

5. CREDITS: All locally produced programs using RVTV equipment and facilities must contain opening and closing credits that include the Producer's name and contact information, and the following required statement:

“Produced through the facilities of Rogue Valley Community Television. Content of this program is the sole responsibility of the Producer and does not reflect the views of SOU, RVTV and its Cable Partners.”

6. LABELS: Label tape cases legibly. Do not write on or label DVDs. It is okay to label DVD cases

7. RECYCLED TAPES: Only ONE program may be submitted per each DVD or videotape. Always de-gauss tapes if you are recycling them for future shows. RVTV has a machine for this purpose. Ask at the Media Center Front Desk.

8. NON-LOCAL PROGRAM SPONSORSHIP: All non-local produced programs must have a local sponsor who is the contact person for the program. Sponsor's contact information will be kept on file with RVTV and any questions or complaints regarding the program will be directed to them. It is the sponsor's responsibility to pick up expired tapes. They also have the option of bidding for time slots during Programming Week. RVTV reserves the right to refuse playback of programming that does not meet these standards.

V. PROGRAM AND PROGRAM RIGHTS

1. AUTHORSHIP: Although all non-commercial copyrights and content responsibilities belong to the Producer, the actual DVD and videotape master resides with RVTV for six months after submission for playback. RVTV has the right to show RVTV programs or any portion of them, for purposes of promotion, and education, etc.

2. RECOVERING COST OF PROGRAMS: Copyright ownership of programs produced through RVTV facilities does not extend to sale of the program or its distribution. If RVTV determines that a program produced at its facilities is later sold for commercial purposes – the Producer becomes liable for the entire production cost occurred in the making of said program.

3. PRIOR PERMISSION FOR DUBS OF OTHERS: RVTV will make copies of programs if permission to copy is granted by Producer when program is submitted for playback.

4. RVTV MASTER DVDs & TAPES: RVTV will keep all master tapes on file for one year and then recycle it if the Producer has not picked up their copies. RVTV reserves the right to playback any program at any time, to "bicycle" the program to other cable systems for non-commercial use, and to use excerpts of programs in promotional events and used for playback on other RVTV channels.

VI. DVD & VIDEOTAPE AND STORAGE

1. DVD & VIDEOTAPE: For Studio Productions, RVTV will furnish the DVD and SVHS tape to record the program. Outside DVDs and tapes are not used in order to maintain quality control over the programming being made in the studio.

2. STORAGE: RVTV is not responsible for loss or damage of programs submitted by Producers. All DVDs and videotapes will be recycled after they have been played/ stored at for a year from the submission date.

3. OWNERSHIP: Producers retain all copyrights to the program content.

VII. SERIES RULES

1. ABOUT PRODUCING A SERIES: A series is a group of programs with a similar theme or idea. For programs to be labeled a series, there must be at least three different shows schedule during any 13-week programming season.

2. SERIES CONTRACTS: All Series Contracts will be for 3 months beginning and ending each academic quarter : January 4, April 1, July 1, October 1. Applications will be available one and one-half months prior to the new quarter.

VIII. GUIDELINES FOR IDENTIFYING AND SCHEDULING ADULT AND POTENTIALLY OFFENSIVE PROGRAMMING AND DEFINITION OF LATE NIGHT CABLECAST TIME SLOTS

1. GUIDELINES: The following guidelines are provided to assist RVTV producers and staff in determining what may be ADULT and POTENTIALLY OFFENSIVE program content or subject matter. They are subject to re-evaluation and the dynamic nature of community standards. Absolutely no pornography (child or adult) will be allowed on RVTV. Any Producer submitting pornography to RVTV will permanently loose all rights and privileges of an RVTV Producer.

These guidelines are not intended to limit or discourage free expression. They are, in fact, intended to create a balance between the PRODUCER'S right to free speech and the VIEWER'S right to make informed decisions about appropriate cable television programming within their own home or business. RVTV's program schedule is determined by two primary guiding principles:

- A) First come, first served
- B) Reasonable and appropriate time, place and manner

2. NOTIFICATION: The PRODUCER is required to notify RVTV when requesting live cable casting or playback, that a program contains material that may be considered inappropriate for children and young audiences due to potentially offensive, adult, violent or indecent content or subject matter.

3. VIEWER WARNING: The PRODUCER must include the following text on the screen for a minimum of 15 seconds at the beginning of the program (if the program is longer than 30 minutes the same Viewer Warning must be shown for a minimum of 15 seconds within the 30 minute of program content):

"THE FOLLOWING PROGRAM CONTAINS MATERIAL WHICH MAY BE OFFENSIVE TO SOME VIEWERS OR INAPPROPRIATE FOR VIEWING BY CHILDREN AND YOUNG PEOPLE. VIEWER DISCRETION IS ADVISED. THE CONTENT OF THIS PROGRAM IS SOLELY THE RESPONSIBILITY OF (INSERT PRODUCER NAME) AND NOT THAT OF RVTV or SOUTHERN OREGON UNIVERSITY."

4. LATE NIGHT CABLECAST: In keeping with standards and appropriate time, place and manner, all Adult and Offensive programming premiers and playbacks will be scheduled to be cablecast in late nighttime slots as determined by RVTV staff. Late nighttime slots are defined as: after 10:00 p.m. in the evening and before 5:00 a.m. in the morning.

MISCELLANEOUS POLICY & PROCEDURES

I. Meetings & Viewing Parties

II. Variances

III. Miscellaneous

I. MEETINGS AND VIEWING PARTIES

1. VIEWING PARTIES: As possible, RVTV will provide space for individuals or organizations to host “Viewing Parties” to view programs for select audiences. Viewing parties are subject to the limitations of space, equipment and staff resources. The Producer can supply food and drink at their party, but no alcoholic beverages. The Producer is responsible for the conduct of guests and clean-up after the party.

2. MEETINGS: As possible, RVTV will provide meeting space for any pre-production planning. Space is scheduled on a first-come, first-served basis, based upon availability. Public Access Staff are also available to assist with pre-production planning.

II. VARIANCES

1. DEFINITION/POLICY OF VARIANCES: A variance is an authorized exception to a rule. A separate variance is required for each exception.

Variances are not automatically guaranteed, but can be approved if the Producer can offer a compelling reason for allowing the exception. Variances are to be used for unforeseen emergencies, not poor planning. There will be no variances approved to raise allocation amounts.

2. PROCEDURE FOR RECEIVING A VARIANCE: Fill out a Variance Request Form. If your request is honored, it will be signed by RVTV staff and placed on file. If a variance is rejected, an appeal before the Public Access Advisory Committee is permitted for final resolution.

III. MISCELLANEOUS

PUBLIC ACCESS ADVISORY COMMITTEE (PAAC): The PAAC is created to assist RVTV staff in the development, operation and promotion of Public Access Television and Radio in Southern Oregon. The committee consists of eight persons appointed by the Director of RVTV. PAAC meets Quarterly to make recommendations for Public Access Policy and Procedure, to rule on and settle disputes over said policies and procedures, to advocate for First Amendment Rights in our community, and provide activity reports to the City of Ashland, City of Medford, the City of Grants Pass and Jackson and Josephine County Governments.

PUBLIC ACCESS BULLETIN BOARD: Citizens and organizations are encouraged to submit public service announcements to RVTV’s community bulletin board. The bulletin board operates over RVTV Channel 15 in Jackson County and Josephine County on Charter Communications and on Ashland Home Network. Information should be submitted at least four weeks prior to event. This service is free of charge and available to any citizen or organization in Jackson County. Regular mail, FAX or electronic mail can be used to deliver information.

VIDEO AWARDS: RVTV encourages community Producers to submit productions in various awards contests. The Alliance for Community Media’s Northwest Regional “Best of the Northwest” awards are held for regional producers in six NW states and two Canadian provinces. Another video contest is the annual “Hometown Video Awards” sponsored by the Alliance National Office and is the largest independent video festival in the country. RVTV staff and community Producers have won numerous awards in both video festivals.

ALLIANCE for COMMUNITY MEDIA: RVTV is an organizational member of the Alliance for Community Media, which is a national organization dedicated to open access for everyone to all electronic media. RVTV staff and producers participate in Alliance activities on both the national and Northwest Regional levels. RVTV encourages community producers to become member of the Alliance. Check out their web site at <http://www.alliancecm.org/> for more information.

RECOGNITION: Each year RVTV recognizes those people who have made outstanding efforts on behalf of community television in Southern Oregon. RVTV sponsors and hosts a yearly function to recognize volunteers, community producers and students for those efforts. The annual CAT (Community Access Television) Awards are given out recognizing outstanding community-based programming.

RVTV WEBSITE: RVTV hosts a website at <http://www.roguetv.org/> . This site features pages and content dedicated to Public Access Television, including Community Access Channel 15 in Jackson County and Josephine County, on Charter Communications and on Ashland Home Network program listings, Studio and Class Calendar, a Weekly Access News, and Streaming Video the Public Access Channels.

FOR MORE INFORMATION:

Telephone (541) 552-8777

Public Access Desk (541) 552-6898

Email rvtv@sou.edu;

Regular Mail: RVTV, SOU, 1250 Siskiyou Blvd, Ashland, OR 97520

OPERATIONS / MASTER CONTROL POLICY

XXVII. Rogue Valley Community Television contracts with clients to provide the studio for the facilitation of recording programs for them. Professionalism is the key word for students/crew working for RVTV. This is to prepare a student for the expectations of a professional environment. No matter what area of RVTV a student is working in, they are expected to follow the following Policies.

XXVIII. Personal Conduct

Smoking: Absolutely no smoking of any kind is allowed in the RVTV Facility. Per Oregon Ordinance, ORS 351.070 & ORS 433.835 – ORS 433.850 as observed by SOU, there is no smoking allowed within 15 feet of the doors to the facility.

Food and Drink: Food and Drinks are allowed in the lobby, studio, green room, break room Master Control (at the back table) and at staff desks at RVTV. Any individual or group bringing in food or drink is responsible for cleaning up after the show or function. A \$50 cleaning fee will be charged if this is not done.

Alcohol: No alcohol is permitted is permitted on the SOU Campus without a permit, including RVTV.

Language & Interaction: In the spirit of professionalism, RVTV Staff and Student Crews are required to maintain professional, non-profane language at all times when guests are present or expected. All are to address guests with the highest of respect when addressing them or each other.

Harassment: No harassment of any kind is allowed anywhere in the RVTV facility. Anyone experiencing harassment by another are asked to report it to the RVTV Director immediately.

Student Guests: Student staff members are not allowed to bring guests to work with them. Tours may be given but the guest must then leave.

Non-Professional Behavior & Loud Music: Students are required to show up to work on time and prepared to do their job, not play around in a juvenile manner. RVTV offers students a professional setting to work and learn. Childish behavior is not acceptable. The playing of loud music is prohibited in all areas of RVTV. The Student's focus is to be on their job. Student unable to act in a professional will be dismissed from their possession at RVTV.

XXIX. OPERATIONS & MASTER CONTROL

- When a student arrives, after checking in and checking with the Operations Manager or information left by the Operations Manager on the counter for the tasks they are to complete during their shift.
- From the time you arrive, until you leave, the student will behave in a professional manner. Students will refrain from rambunctious behavior – working calmly and quietly at their tasks. Students are expected to treat other staff members and any clients and/or students in the facility with respect.
- Students are not allowed to bring guests to work with them. Exception: The guest remains in the lobby while the student does their job. The Student will not “hang out” in the lobby during their shift.
- Student will arrive at the studio at the time given by the Supervisor for their job.
- Barring an emergency, the student will report for work unless the Operations Manager is given 24 hours notice in advance that they will be unable to come in for their work shift. If possible, it is up to the student to find their own replacement from the trained individuals for their job.

XXX. MASTER CONTROL OPERATOR:

- a). Will remain focused on the channels and make sure programs are running at their proper time.
- b). Will do any tasks as appointed by the Operations Manager. This may include, but not be limited to, the labeling of DVD, making DVD duplicate disks, creating DVD labels on the computer and labeling them, creating labels for jewel cases and applying them, uploading programs for live streaming, writing Leightronix program schedules
- c). Will check off on all programs during their shift, noting if there was a problem with a DVD and noting what the problem was, if known.
- d). Will NOT leave the building during their shift.
- e). Are responsible to see the building is secure and everyone has left (except staff members) prior to checking out for the evening and completing the building security check-sheet.

XXXI. OPERATIONS ASSISTANT

- a). Will load/unload DVDs in the carrousel
- b). Will write Leightronix program scripts
- c). Will facilitate the Quality Checking of DVDs left in the basket in Operations
- d). Will do tasks as requested by Operations Manager. This includes but is not limited to: the labeling of DVDs, making duplicate DVD/Tapes and calling the client to let them know it's ready, create DVD labels on the computer, create jewel case labels & apply them to the cases, label and file government meeting DVDs & cases, enter programming in the FACIL database for channels 9, 14 JackCo and 14 JoCo.

Section H: Appropriate Use of RVTV Facility

Posted in the RVTV Facility are poster with the “Appropriate Use of RVTV Facility” policy. Copies of the poster will be given to all SOU and Ashland High School Students, as well as all Public Access Producers and student Producers using the RVTV Facilities. The policy is as follows:

Appropriate Use of RVTV Facility

We value the fact that RVTV is a welcoming place to be; however, it is also a business office used by Southern Oregon University students, faculty and staff, Ashland High School Students, the Public, the RVTV Government Partners (City of Ashland, City of Medford, City of Grants Pass, Jackson County and Josephine County), and Organizations in the region.

We ask that you respect the facility, furnishings, equipment and props, as many different entities use them. All props and set pieces should be returned to the same areas they were taken from. Nothing may be used from the office areas of RVTV without permission from a Staff person working in that area. If you have been given permission to use something, please return it to the same location when you are finished.

The Lobby area is also used by all of the above entities; it should be considered an office area that houses employees who are working. Unprofessional behaviors such as loud talking, reclining on the couches or across the chairs, and/or putting your feet on the tables will not be tolerated. Similarly, all group meetings and lengthy discussions should take place away from the office areas, preferably in the Classroom, Studio, Green Room or outside.

Please clean up after yourself. Pick up and/or dispose of papers, scripts, school hand-outs, food and drink containers, plastic ware, napkins, etc. This applies to all areas, including the Studio and/or Control Room and the Green Room. No food may be eaten in the Control Room and only beverages in closed containers can be taken in the Control Room. There are trash cans located around the facility and there is a receptacle for cigarette butts outside the front of RVTV. Please don't throw them on the ground or sidewalk area. Do not throw other trash on the grounds around RVTV.

Additional information:

- 1) Students and Public Access Producers are not permitted to use the RVTV Staff Break Room without permission from RVTV Staff.

- 2) ONLY RVTV Staff members are allowed to use the DVD Duplicating and Labeling equipment.
- 3) Music CDs MUST be checked out and back in using the clip board in the CD Cabinet, even if they are only being used in the studio or editing room.
- 4) Please turn off all unnecessary lighting when leaving a room.
- 5) All computers, screens, and other electronic equipment should be turned off at the end of the day (except the student editing room, as they are controlled by campus).
- 6) RVTV is a temperature controlled building; please keep the two main hallway doors closed at all times.
- 7) Only Staff and Specified Student Staff are allowed in the Master Control Room.
- 8) Do not take pens, pencils, or paper from RVTV Staff desks or desk drawers. Only use tape, staplers and scissors with permission of the Staff Person whose desk it is on.
- 9) RVTV Staff is not here to check-out/in equipment for students. It is up to the Instructor or the student staff hired by the V.P. classes to handle the equipment.
- 10) Public Access equipment is available for check-out/in on Tuesdays from 4 PM to 7 PM only.

Section I: Simulated Violence Policy

Go to the SOU Website for the complete details of this Policy. All Students (SOU or Ashland High School) and or classes who are planning to create ANY form of simulated violence during a video production project, MUST abide by the SOU Simulated Violence Policy.

Section J: Student Use of RVTV's Mobile One

Any student or group of students wishing to use RVTV's Mobile One outside the RVTV Facility, either as a prop or to record from, must make arrangements with the RVTV Director, Nena Heitz, a minimum of a week in advance of the project (for use as a prop) and a month in advance minimum to record from Mobile One. If it will be used to record from either an RVTV Staff member or the RVTV Engineer MUST be present throughout the production.

The student or group of students who wish to use Mobile One either as a Prop or to record from must sign and follow an agreement reading:

MOBILE ONE STUDENT / RVTV AGREEMENT

On _____ (day/date), I wish to use the RVTV Mobile One van
_____ (as a prop or to record from).

The location Mobile One will be used is _____.

The time Mobile One will be needed is _____.

The students involved in this project are _____

The Instructor for the class this production is for is _____

The Instructor will / will not be present during the recording using Mobile One.

The student producer of this project agrees to the following: They are responsible for Mobile One. Should anything happen to Mobile One during the recording of their project, they will accept responsibility for the vehicle and the contents of the vehicle. If the student is a minor, the instructor must sign and take responsibility for Mobile One and its contents.

As soon as the production is done using Mobile One, if a RVTV Staff person is not present, the student producer will call RVTV at 541/552-8777 and inform the Director that they are done using Mobile One. One student MUST remain with Mobile One until a staff person arrives on the set to get Mobile One.

Agreed to on _____ (DATE)

Signed _____ Instructor _____