



The library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional services for free use by all residents.

Access Fort Wayne Operational Rules & Policies



Section 1.

General Conditions of Access Fort Wayne

1.1

Public access equipment & facilities will be available free to any Allen County resident, group or organization on a first-come, first-served, non-discriminatory basis, subject to availability of time, staff and facilities and upon filing of an appropriate request, on the form provided, for the sole purpose and intent of producing programming for the public access channels.

1.1.1

Studio B and certain production equipment are dedicated to government access purposes. Scheduled use of studio B or the said equipment may be preempted for government channel use upon at least 4 hours notice delivered, or reasonably attempted to be delivered, to the producer of the public access program at the producer's last known contact information.

1.2

Public access channel time will be available free to any Allen County resident, group, or organization on a first come, first served, non-discriminatory basis, subject to availability or prior commitment of time, staff and facilities for first showing of any public access program.

Access Fort Wayne reserves the right to preempt scheduled programming by notifying the producer of the preempted programming in advance and by making alternative times available. In case of emergency as determined by Access Fort Wayne in its sole discretion, Access Fort Wayne may preempt any and all programming without prior notice.

1.2.1

The manager of Access Fort Wayne may establish and prescribe procedures for a block-programming schedule to cover up to 75% of the available playback time. In the event that block programming is utilized, individual time slots shall be apportioned among the active (series) producers on a non-discriminatory basis at least once each calendar year.

1.3

All programming on the Access One channel shall be locally produced with-in the Allen County limits.

1.4

Subsequent or encore showings of any access program on any channel shall be scheduled at the sole discretion the Program Director of Access Fort Wayne. The producer of said original program shall be fully responsible for any and all additional licensing or talent fees, copyrights and royalties which may be due as a result of any subsequent showing.

Section 2.

Limitations and Liabilities

2.1

Neither Access Fort Wayne, the Allen County Public Library or the City of Fort Wayne, nor the local cable provider(s) exercise any control over or assumes any liability for the content of any program presented on any access channel, excepting only such programs as they themselves, singly and jointly may produce.

2.2

The Producer of each program is solely responsible for the content and presentation thereof and assumes all liability for any consequences of the production or cablecast of the program. All producers shall adhere to all applicable federal, state, and local regulations concerning limits of

public speech and television programming content. The producer of an access program must agree to indemnify and hold Access Fort Wayne, the Allen County Library the City of Fort Wayne, and any Cable Operator harmless from all liability for damages, costs and losses resulting from, arising out of, or in any way connected with the use of the cable channel by the producer.

2.21

The producer of each individual program, prior to cablecast on any access channel, must present a completed Request for Playback Contract, on a form specified by Access Fort Wayne, particularly identify the producer and program, and with a signature signifying acceptance of the waiver of liability printed thereon.

2.2.2

The producer of each program is solely responsible to obtain all talent releases, copyright authorizations, and other licenses and approvals.

2.3

Commercial advertising and programming designed to promote the sale of products or services may not be created using access facilities and equipment nor cablecast on any access channel. Recognition of sponsorship or underwriting is limited to a text or verbal statement of the name or the sponsor.

2.5

No program which contains any material previously found by a court of competent jurisdiction to subject the producer or supplier thereof to prosecution under any local, state, or federal law for the production or presentation of obscene material, libel, slander, invasion of privacy, or copyright or trademark infringement, or other speech not protected by the First Amendment will be cablecast over any access channel. Note that "obscenity", "slander", and other forms of unprotected speech can only be determined through due process of law. Neither Access Fort Wayne nor Allen County Public Library have any authority to determine the legality of any program content.

2.6

No material which consists of a direct solicitation of funds will be cablecast on any access channel.

2.7

Access Fort Wayne reserves the right to refuse facility use or time on any channel to anyone reasonably suspected of being under the influence of alcohol or any drug, or to be appearing involuntarily and therefore not legally responsible for his or her own actions.

2.8

Neither Access Fort Wayne, Allen County Public Library, City of Fort Wayne, nor any Cable Provider assumes liability for loss of facility use or transmission due to equipment failure, emergency preemption, or any reason beyond the control of the parties.

2.9

It is expected that every transaction with Access Fort Wayne will take place in an atmosphere of mutual respect for persons and property. In any transaction in which respect for Library staff or property is absent,

staff may terminate the transaction and may, at the direction of the Manager of Access Fort Wayne, impose upon the offending person sanctions to and including revocation of facility and equipment use privileges, in addition to any criminal or civil penalties which may apply.

2.10

Program proposal forms, which identify the producer of any program, are public record, available for viewing at the Access Fort Wayne business office during regular business hours. Any person who wishes to view the program proposal file must provide positive identification, including home address, an open record of which shall be kept with the program proposal file. Program proposal forms will be kept on file for two years following the initial cablecast of the program.

Section 3. Program Rights

3.1

The producer of each program owns the intellectual content of that program.

3.2

Upon request, Allen County Public Library will furnish sufficient videotape for each program, free of charge. In such case, the videotape, independent of the content, shall remain the property of the Allen County Public Library.

3.3

Forty-eight hours after the first scheduled cablecast of any program on any access channel, a joint interest in the intellectual content of that program shall devolve to Allen County Public Library unless, during the forty-eight hours immediately following such first cablecast, the producer of the program shall have notified the Program Director, in

writing, of the producer's intent to retain sole ownership of the intellectual content. In such case, the producer shall begin immediately to remove the intellectual property from any videotape belonging to the Allen County Public Library. Failure to remove within 7 days shall result in forfeiture of the right to retain sole ownership, and joint ownership with the Allen County Public Library shall result forthwith.

3.4

Thirty days after the first scheduled cablecast of any program on any access channel, the program and any preparatory materials may be erased at the sole discretion of the Program Director, except such government programs as shall have been designated as part of the official record of the City of Fort Wayne.

3.5

Sixty days after the most recent taping or editing of any uncompleted program, all materials relating to the uncompleted program may be erased at the sole discretion of the Access Coordinator, unless prior arrangements for longer retention of the materials shall have been made with the Access Coordinator.

3.6

Programs for which Allen County Public Library has obtained joint ownership may, at the sole discretion of the Library, be placed in the library collection.

3.7

Access Fort Wayne does not provide tapes for duplication.

3.8

All programs are subject to erasure after their last scheduled play date. Programs which AFW judges to be suitable for inclusion into the videotape collection will be added to that collection three months after its completion date unless the producer specifically forbids such use, in writing, prior to that time. All programs not added to the collection will be bulk erased at that time.

Section 4. Use of Facilities and Equipment

4.1

Any Allen County resident, group, or organization may schedule free use of equipment, facilities, and studio on a first-come, first-served, non-discriminatory basis, subject to availability, in full compliance with these Operating Policies up to sixty days prior to expected use.

4.1.1

To assure availability of equipment, facilities, and studio time to the maximum number and variety of producers, the Manager of Access Fort Wayne may make and promulgate regulations limiting multiple uses by the same producer during periods when the equipment, facilities, or studio time are fully scheduled.

4.1.2

Applications to produce on behalf of a minor (under age 18) must be signed by an adult who will thereby accept all of the responsibilities of said minor as producer of the program.

4.2

All equipment checked out will be due on or before a specified date and time. A late charge will be assessed to the individual who checked out the equipment if any equipment is returned after the time specified.

4.3

The individual who checked out any piece of equipment will be fully responsible for the same and will be charged the actual repair or replacement cost if the equipment is returned damaged due to any cause beyond normal wear and tear or if the equipment is lost, stolen, or otherwise not returned. Any individual who through deliberate or willful action or neglect damages Access Fort Wayne equipment or facilities will be charged the repair or replacement value of the material damaged.

Section 5. Miscellaneous

5.1

The producer of each program is responsible to see that all equipment, props, crew, copyright authorizations, released and other necessities are reserved, obtained, and available at the time of production.

5.2

All producers must attend an Access Fort Wayne Orientation and a pre-production meeting with The Public Access Coordinator prior to the production of their program.

5.3

Allen County residents, groups, and organizations may submit public service text messages, edited to fit the form, supplied by Access Fort Wayne, for cablecast on the Community Calendar.

5.4

Access Fort Wayne equipment may be taken out of Allen County only with the prior written permission of the Manager of Access Fort Wayne.

5.5

Violations of Access Fort Wayne policies will result in revocation of access privileges for a period of time, including indefinitely, to be determined by the Manager of Access Fort Wayne.

5.6

In the event Access Fort Wayne or the Allen County Public Library incurs any attorney fees or court costs in pursuing any of the remedies available to them, they shall be entitled to recover the same from the producer or any other party liable as a result of the use of the Access Fort Wayne channels, facilities, equipment, or staff.

DEFINITIONS

D1

Public Access Channel “Access Two”

An open, non-commercial channel operated by Access Fort Wayne on a first-come, first-served, content-neutral, non-discriminatory basis. By federal law, only speech which has been found to be unprotected by the First Amendment, commercial advertisements, lotteries, and certain other very specific forms of speech may be prohibited.

D2

Public Access Channel “Access One”

All programming on the Public Access Channel shall be locally produced within the Allen County Limits.

D3

Government Access Channel “City TV”

A channel operated by Access Fort Wayne at the direction of the City of Fort Wayne, which is responsible for program content and technical quality.

D4

Producer

Any resident of Allen County, or other person so designated by the City of Fort Wayne Editorial Board who presents a program on any access channel. The producer for any program is the individual who has signed the Request for Playback Contract for that program, thereby assuming responsibility for content and for all consequences and liabilities resulting from the production or cablecast of that program. The producer uses their valid local street address on all contracts; use of a post office box is not acceptable. Proof of address is required. A producer is neither an agent, nor an employee, of the Allen County Public Library or Access Fort Wayne, nor are Access Fort Wayne or the Allen County Public Library an agent of or joint producer with producer.

D5

Certified Producer

A certified producer is any producer who has been certified proficient with Access Fort Wayne equipment at some specified level. A Certified Producer may check out or use any equipment for which she or he has been certified in the production of her or his own program.

D6

Certified Volunteer

A certified volunteer is any person who has been certified proficient with Access Fort Wayne equipment at some specified level; who has indicated a willingness to work on the programs of another producer, and who has been accepted into the Allen County Public Library volunteer program. A certified volunteer may check out or use any equipment for which he or she has been certified. A certified

volunteer must work at least 1 hour every 3 months to retain active certification.

D7

Resident

A resident is any person who currently resides or owns real estate in Allen County, Indiana. Any person who is eligible for a resident ACPL library card will be considered eligible to use the services of Access Fort Wayne.

PROCEDURES

PART 1.

PRODUCERS

What to do when a person calls or comes into AFW and announces that they want to produce a show:

1. Schedule them for the orientation meeting with the Public Access Coordinator.
2. After attending the meeting, the potential producer schedules a pre-production meeting with the Public Access Coordinator. At this time the new producer is entered into the AFW database.
3. Then the producer signs the Rules form and schedules production time at their convenience.

All signed Rules & Regulations forms are kept in a file at the AFW office and are made available for public viewing during regular operating hours, once the program has been cablecast. If someone comes into our office and wants to view the producer's information, they must have a valid ID and the ID should be photocopied to go into the producer's file. The person may then view the producer's information here in our office area.

COMMUNITY TELEVISION: A FORUM FOR NON-COMMERCIAL, CONSTITUTIONALLY PROTECTED SPEECH

Advertising of any nature is not allowed on AFW channels including:

- Promotion of the sale of any service, facility or product
- Product depiction or posters of products
- Price information Calls to action or inducements to buy.

For-profit businesses and individuals may not promote any service, facility or product. Contact information is limited to sponsorship; additional commercial website addresses and phone numbers may not be used. A business or individual may not sponsor a program in which it appears. Producers, who want to create programs that are produced for commercial venture or profit, shall be prohibited from using the public access facilities. The intent of a producer must be to create a program that will be cablecast on the access channel.

FUNDING ACCESS PROGRAMS, SPONSORSHIP & ADVERTISING

Producers are encouraged to seek funding for the production of access programs. Any individual, business or institution that helps defray production costs may be given sponsor credits.

In general, sponsorship may provide identification to acknowledge the identity of the underwriter. PBS-style sponsorship is permitted:

- Place credits at the opening, logical mid-breaks and/or ending of the program with a maximum of two credit sequences per half-hour;

- Individual sponsor credit time may not exceed 15 seconds in length. Total credit time for all sponsors may not exceed 60 seconds per 30 minutes of program time.
- Producers are encouraged to use the following audio and/or video credit format: “The (following) (preceding) community program has been made possible in part by a grant from (name, address, phone number, email, website information).”
- Sponsor credits must name the donor in mission-statement terminology that is neither commercial nor promotional in language.

RECOGNIZING SUSPENSIONS ISSUED BY OTHER COMMUNITY TV CENTERS

In order to protect community resources, AFW will recognize and enforce suspensions issued by other community TV centers with comparable rules. AFW may require a plan for correction at the completion of the suspension. Suspensions for violation of program contract will cause the programs under contract to be ineligible to be telecast on AFW managed channels, unless this provision is waived by AFW. The Allen County Public Library does not have a designated parking area for the producers.

PART 2. CERTIFICATION FOR EQUIPMENT USE

It is the intent of AFW to provide frequent workshops and other training for interested community members. These training sessions, in conjunction with the Library’s Volunteer Program, create a resource pool of technicians who will be available to assist producers in the productions of their programs

To volunteer in our facility you must meet ACPL set age guidelines.

A person interested in volunteering must contact the Volunteer Coordinator of the Allen County Public Library to arrange an interview. Upon acceptance into the Volunteer Program, the Volunteer Coordinator will sign the person up for the next most convenient (to the volunteer) regularly scheduled Studio Camera or Camcorder Workshops.

AFW will allow a volunteer to test out on the equipment. They must demonstrate that they know how to proficiently operate the equipment with little or no instruction from the staff person doing the test out.

A producer may request to become certified on the camera and not to be on the volunteer list. If this is the case, AFW will allow them to do this but they must successfully complete the workshop. They do not meet with the Volunteer coordinator and they do not receive a parking tag.

PART 3. PRE-PRODUCTION

A list of services, equipment, and other resources is given to the producer during the Producer Meeting. Our staff will work with producers to suggest production methods, materials and equipment necessary. AFW will also help them understand our policies, and how to schedule their production/editing time.

A full crew for a studio production is two certified camera operators and one certified audio operator. The minimum crew allowed is one certified camera operator and one audio operator. An AFW staff member will be scheduled to be the director, or AFW may assign a volunteer Director.

In order to maintain a high standard of quality *if there is not*

sufficient crew for a studio production, *the production will be cancelled* and rescheduled. If the producer/volunteers are more than 30 minutes late for their studio time, the production will be cancelled.

PART 4. PRODUCTION

All scheduling will be done on a first come, first served basis. Equipment can be reserved up to 60 days in advance of the production date. Due to high demand on studio time, the studio can be reserved for a maximum of two times a month, in scheduled blocks.

If the producer/volunteers are more than 30 minutes late for their studio time, without contacting staff, the production will be cancelled.

Any producer who cancels his/her studio time twice within 2 months, and has given less than 24 hours advance notice, will be suspended from scheduling studio time for 60 days from the time of the last cancellation. Any time during that 60-day suspension that they may have already scheduled will be cancelled.

Any staff member may schedule equipment or studio time for a producer.

An individual or organization will be allowed a block of studio time equal to three times the proposed length of the finished program. This block of time will be scheduled as convenient to the applicant and subject to the availability of staff and facilities. The producer can take possession of the studio at the beginning of their scheduled time, and will relinquish it at the end of their scheduled time.

If the use of the studio is expected to exceed three times the proposed length of the finished program, the staff may schedule an extended block of time sufficient to complete the program. Such an extension must be scheduled prior to the time the producer first takes possession of the facility.

Access Fort Wayne may establish a written production schedule for producers using substantial amounts of access equipment and facilities without submitting a resulting program.

Due to high demand for studio time “live shows” are expected to contain at least 50% of live telephone interaction with home viewers and/or to present information of a timely nature concerning information affecting the community.

CAMCORDER USAGE

As with all items of equipment, it can only be checked out for 24-hour periods except for Saturday to Monday checkouts during the summer because AFW is closed on Sundays.

All portable equipment must be returned within 24 hours, and may be checked out again.

In order to ensure fair and equal opportunity for all producers to use the portable equipment no one may schedule the same equipment for more than two days in a row per week, unless they have made arrangements with the Manager ahead of time.

Two camcorders may be checked out for the same shoot **only** on a weekday (M-TH) and there must be at least four operable camcorders available. The second camcorder is limited to a sign-up of 24 hours in advance.

Portable equipment will be signed-in and checked for damage upon return. The staff person responsible for the check-in must initial and date the formal return

of equipment. Staff will take time to check for missing parts (ie. tripod shoe missing from tripod) and possible damage.

If equipment is stolen, lost or damaged due to negligence or abuse, the person who checked the equipment out will be charged with the cost of replacement or repair. In some cases the producer/volunteer’s home insurance may cover the cost of repair or replacement.

The responsible party for the damage must repay the cost of the damage within an amount of time set by the Manager of the Department. If no attempt is made to repay AFW, that person will be indefinitely suspended from Access privileges until the repayment is made.

A late charge of \$1 per hour that AFW is open will be assessed on all the equipment returned overdue. The producer will have equipment privileges suspended until full compensation is made.

The General Manager of Access Fort Wayne will send a letter notifying the Circulation department of the fine. If the fine is \$15 or more, the producer will not be allowed to use their Allen County Public Library card to borrow any materials from the Allen County Public Library. If the fine is \$35 or more, the fine then goes to the payments with the collections supervisor to prevent or stop continued collections actions or credit reporting.

REMOTE Studio

(Staff Required)

Due to the complexity of equipment set-up an AFW staff member must be present during all Remote Studio productions. Only an AFW staff member can drive the van.

The remote studio is designed to allow productions that cannot be staged in the studio or covered

adequately with a single camera such as:

- A concert, public performance, a fair, festival or carnival, etc.
- A lecture by a person or group that cannot be staged in the TV studio for technical or logistic reasons
- A sporting event

In general, due to limited equipment and staff resources, each producer may have only one remote per month, and only one remote will be scheduled per day. Use of the remote studio is expected to result in a finished program requiring little, if any, editing.

Remotes will be scheduled on a first-come, first-served basis dependant on staff, equipment availability and site limitation. Requests must be submitted a minimum of 30 days in advance, or they are subject to being denied.

All requests for remotes will be reviewed and approved by the manager and scheduled based upon time, place and manner limitations.

PART 5. Post Production

EDITING

AFW requests that producers who are interested in learning how to edit use the following formula to become successful in their editing endeavors.

1. A show must be videotaped to edit. After they have their raw footage to edit, they may sign-up for edit training.
2. Edit training consists of three, three hour sessions. One introductory session which will consist of time dedicated to logging footage. The second session is more focused on the edit controller and the differences between Assemble Editing and Insert Editing.

The third session is for the character generator.

a. If a person has previous non linear edit experience and/ or training they may test out for Final Cut Pro. If they do not pass this test they are rescheduled to edit training in linear edit.

An individual or organization will be allowed up to 12 hours of editing time per month and no more than 3 hours per editing session. Additional editing time may be possible if no one has scheduled the equipment 24 hours before your appointed time.

All raw footage tapes are subject to being recycled after a 3 month period if the producer has not contacted AFW to get an extension for an amount of time set by staff. Any improperly labeled or unlabelled tapes in raw footage storage area will be bulked immediately. Proper labeling includes producer's last name and date.

Editing at Home

Reminder: Public access equipment & facilities will be available for the sole purpose and intent of producing programming for the public access channels. If you're using our equipment, we get to air it first.

1. Time to Completion
2. Tape Check Out
3. Tracking
4. Consequences

Time to Completion:

Producers have 2 months to complete their project if they are editing at home. For producers who will need more time, we have a policy on file that (i.e. independent movies, documentaries) that they must submit a letter in writing notifying AFW of a timeline for completion of the project.

For all other producers, if after 2 months they have not completed a project, they must submit a letter

in writing asking for a 30 day extension.

Tape Checkout:

Raw footage tapes will be allowed to be checked out for a 3 day period with an active ACPL library card. This follows the same manner and form as all ACPL departments.

File Formats:

Access Fort Wayne will only accept the following formats for playback and any others will not be shown until the producer submits the correct format. The acceptable formats are: VHS, SVHS, DV, DVCam, DVD and Leightonix mpg files.

Tracking:

This item pertains to the producers as a means to identify who is editing at home and how long are they taking to complete a project. This is done using the current checkout forms and request for playback contracts tabulated at the end of each month. The Public Access Coordinator will communicate once a month at a staff meeting whom they have met with that plans to edit at home.

Consequences:

Producers failing to follow the above guidelines will have their privileges revoked until a completed program is turned in to the Program Director. Producers will not be allowed to checkout equipment or use the studio until 1 program is completed.

PART 6. PROGRAM SCHEDULING

The Program Director will work with producers as to find appropriate times to schedule programs. AFW encourages producers to submit request as far in advance as possible - minimum recommended is 4 weeks.

A series producer must maintain a regular production schedule

whereby at least two new shows are produced per month. Producers who fail to meet criteria may lose their assigned time slot without prior notification.

New shows added during the year will be given a time slot based on the subject of their program and the time available in that category. The producer determines the correct category for the program. Live shows can be requested at times other than currently assigned but require the approval of the Station Manager.

Both playback areas, public access and government access, should be used exclusively for playback. AFW is responsible for all channels and their transmission quality.

AFW asks producers who bring in their programs for playback to get the programs to the Program Director at least 24 hours in advance for week day programs. Programs that air during the course of the weekend must be in by 5:00 PM Thursdays. If the producer fails to bring the program in within these deadlines, AFW will air the program only by approval of the Program Director.

All due attempts will be made to air programming turned in by the appropriate deadline times. However there are times when due to equipment complications this may not be possible. When this occurs the Program Director may repeat an old episode.

All programs are subject to erasure after their last scheduled play date. Programs which AFW judges to be suitable for inclusion into the videotape collection will be added to that collection three months after its completion date unless the producer specifically forbids such use, in writing, prior to that time. All programs not added to the collection will be bulk erased at that time.

TIME, PLACE AND MANNER RESTRICTIONS

Programs with potentially objectionable material, as defined below, will be telecast between the hours of 11:00 pm and 5:00 am with the following exception: programs meeting the rating requirements of TVMA (mature audience) as defined by the TV Parental Guidelines will be telecast between the hours of 1am and 4am.

POTENTIALLY OBJECTIONABLE MATERIAL

Programs that would fit within the categories TV14 and TVMA of the TV Parental Guidelines published by the TV Parental Guidelines Monitoring Board (see www.tbguidelines.org or www.mpa.org) will be preceded by a message advising viewer discretion.

TV14 includes one or more of the following: intense violence, intense sexual situations, strong coarse language, or intensely suggestive dialogue.

TVMA includes graphic violence, explicit sexual activity, or crude indecent language.

Potentially Objectionable Material: Viewer Advisory and Audience Sensitive Scheduling

The purpose of this section is to enable parents or guardians to supervise the programming available to children, and to assist viewers of PEG access programming in making informed decisions while providing and opportunity for all lawful forms of expression without censorship and in accord with existing laws.

Programs that would fit within the categories TV14 and TVMA of the TV Parental Guidelines published by the TV Parental Guidelines Monitoring Board (see www.tvguidelines.org or www.mpa.org)

will be televised on the Access Fort Wayne channels preceded by a message advising viewer discretion.

TV14: Program providers will warrant that programs containing objectionable material that would cause it to be rated TV14 in accordance with the TV Parental Guidelines of the TV Parental Guidelines Board including one or more of the following: intense violence, intense sexual situations, strong coarse language, or intensely suggestive dialogue are scheduled on the Access Fort Wayne channels between the hours of 11:00 pm and 5:00 am, will identify the program as TV14 and will include a 15 second, easily readable viewer advisory immediately prior to the beginning of the program, stating: "The following program contains material which some viewers may find objectionable or inappropriate for children."

TVMA: Program providers will schedule a program that contains any material that would cause it to be rated TVMA in accordance with the TV Parental Guidelines of the TV Parental Guidelines Board including graphic violence, explicit sexual activity, or crude indecent language on the Access Fort Wayne channels between the hours of 1:00 am and 4:00 am, will identify the program as TVMA and will provide a 15 second, easily readable viewer advisory immediately prior to the beginning of the program stating, "The following program is for mature audiences only, may be unsuitable for children under the age of 17 and contains material which some viewers may find objectionable."

A program provider who fails to provide such notification and advisory shall be subject to disciplinary action as a major violation of ACCESS FORT WAYNE's Rules.

It is a violation of ACCESS FORT WAYNE policy to submit for cablecast programming that is obscene or otherwise unlawful. Programs that are obscene may not be submitted for Cablecast. In addition to any sanctions that may be imposed under federal, state, or local laws, a program provider who submits programming that is determined to be obscene shall be subject to disciplinary action as a major violation of ACCESS FORT WAYNE'S Rules.

Obscene material as determined by the courts is material which:

- (a) to the average person, applying contemporary community standards, taken as a whole, appeals to the prurient interest.
- (b) depicts or describes sexual conduct in a patently offensive way, and
- (c) taken as a whole lacks serious literary, artistic, political, or scientific value.

PROGRAMMING PROCEDURES

- AFW will cut off any regular series program if it runs more than one minute over its' allotted time.
- When AFW is behind schedule, AFW will cut out the community calendar and run programs back to back until AFW are caught up.
- AFW will air re-runs for a regular series program for one month, then replace the program after the letter is sent to the producer.
- Tapes for regular series must be turned in 24 hours before playback for week day airings.
- Any program that airs over the weekend must be in before 5:00 PM on Thursdays.

- Other special due dates and times may be set by AFW staff to accommodate for special occasions and holidays during which the library may be closed.
- Questions pertaining to program scheduling should be directed to the Program Director.

PART 7. COMMUNITY CALENDAR MESSAGES

Message requests must be submitted at least one week prior to the desired starting date using the Message Request Form supplied by AFW. Community Calendar messages will not be accepted over the phone or via e-mail.

The applicant is responsible for editing the message down to the format that will fit on the television screen. This is described on the MRF. AFW reserve the right to edit all messages to fit the television screen.

Archive Policy

Access Fort Wayne actively pursues the twin goals of contemporary significance and permanent value in Resource development. Guided by a sense of responsibility to both the present and the future, it attempts to maintain overall balance.

Materials included in the collection present all points of view on current and historical issues and inclusive portrayals of human experience in a wide variety of media and styles. The origin, background, or viewpoint of a producer does not exclude the producer's work from the collection. Partisan or doctrinal disapproval does not result in exclusion or removal of a work from the collection. The origin, age, background, or viewpoint of a producer user does not deny

or abridge that person's right to full use of Access Fort Wayne.

Access Fort Wayne seeks to provide materials and information that are available from a range of sources including, but by no means limited to the following:

Selection Criteria

Materials selected are separated into two (2) lists; **Playback** (programs that can be repeatedly played) and **Archived** (programs not designed for general playback but maintained in the collection. Any of the following criteria may determine the inclusion or exclusion of an item:

- Current usefulness and public demand
- Permanent value
- Authority and competence in presentation
- Relationship of the item to the existing collection
- Relative importance in comparison with other works on the subject
- Physical characteristics of the item

Access Fort Wayne retains a regular playback list of tapes and an archive of past programs. Tapes in the playback list are scheduled by the Program Director at her or his discretion on a rotating basis and by viewer request. These tapes are entertainment in nature or of general information quality and do not contain dated information.

At the end of each month, the Public Access Coordinator and Program Director meet with a list of the programs created that previous month. It is at this time that the determination regarding which tapes will be placed into either the playback or archive list. The criteria for playback tapes are based on;

1. Is the program content of basic nature and doesn't contain dated material?
2. Does the program contain health related information, issues for the aging, or other health related topics that are current?
3. Is the program musical or dramatic entertainment? Does Access Fort Wayne retain playback rights of the program?

Archive tapes are a mixture of single and series programs. These tapes must contain historical fare or be a representation of series producers programs. Four tapes from each year shall be kept for series producers to show a representation of the development of their program. This applies to weekly or monthly series, keeping a copy from fall, winter, spring and summer or four from that year as producer requests. Producers of a shorter series of a few tapes may find the entire series kept. The tapes in this list are derived by a decision between the Public Access Coordinator and the Program Director.

The applicant may supply a logo or message specific graphic for use with their message.

The messages cannot advertise prices for admission or any other pricing information. AFW does not advertise job listing, awards/achievements, new businesses, relocations of existing businesses, or personal announcements.

The Access Fort Wayne Community Calendar is only seen in Allen County, Indiana and is a free service to this community. AFW only makes the calendar available to Allen County, Indiana residents, and non-profit groups or organization within the county.

PART 8. DUPLICATION

Access Fort Wayne staff will make a copy for a producer of their completed program. Access Fort Wayne will not make a duplication of raw footage material. The Producer will need to fill out a Duplication Request form and drop it off at Access Fort Wayne with their blank media. Access Fort Wayne does not provide blank media for duplication for producers.

Producers are the only people authorized to request duplications. Producers can receive one (1) copy of their program. Access Fort Wayne will not make multiple copies of a program for independent producers. Producers can check out their master tape for 36 hours after its initial airdate to have multiple copies made at a local duplication establishment. Series producers may request no more than four (4) copies per month, per series. Duplication Requests should be submitted a **MAXIMUM** of two (2) months from the date of completion or airdate since Access Fort Wayne is only required to keep programs 48 hours after its last schedule airdate and can be subject to eraser.

Copies can be made for the public of any Government Access Program, but will be charged \$55.00 per copy.

Access Fort Wayne staff are forbidden from using Access Fort Wayne duplication equipment and charging for duplications or shipping created by local producers on the ACPL premises. Access Fort Wayne staff are strictly forbidden to charge for duplications of programs created while they were being paid by Access Fort Wayne and the Allen County Public Library for the videotaping or editing of said program.

Rule Violations

-Major Violations-

- a) Owing funds to Access Fort Wayne due to failure to pay for equipment damage, submitting a check with insufficient funds, etc.
- b) Failing to conform with initial use of programs produced with access equipment on access channels managed by Access Fort Wayne.
- c) Breach of the program contract warranties.
- d) Using equipment and facilities for any purpose not related to the production of programs for, cablecast on the capital area's access channels.
- e) Abuse, vandalism, or failure to maintain equipment and facilities.
- f) Return of equipment in damaged or unworkable condition, or failure to return equipment through intent, negligence, loss or theft.
- g) Attempted equipment maintenance or disassembly.
- h) Changing the wiring/cablings of the studio or an editing room without specific authorization in advance by Access Fort Wayne.
- i) Removal or equipment from the equipment storage area without proper check-out procedures and/or without signing an equipment contract.
- j) Checking out equipment for use by a non-certified producer or for a producer on suspension.
- k) Behaving in a violent, disruptive, or threatening manner or repeatedly behaving in a disrespectful manner.
- l) Failure to pursue organizational or personal insurance or to cooperate fully with Access Fort Wayne in the event of equipment loss or damage.
- m) Using or possessing alcohol or controlled substances in the access center or van.

n) Possessing firearms or other deadly weapons in the access center or van.

o) Possession of food or drinks in the areas of the access center with production equipment.

p) Smoking or the use of chewing tobacco in the access center.

-These violations may result in the suspension of Access privileges-