

HISTORY OF GRAY PUBLIC ACCESS

The concept of Public Access Television has been present in the Town of Gray since approximately 1983, when the Town signed its first franchise agreement with the Penn Cable Company. Gray was wired for, what was then known, as a large capacity system providing a greater number of channels that were available by means of the household antenna.

In 1893 work was started on a local access television channel. The basis philosophy was that everyone should have access to the television medium under the first amendment to the United States Constitution. AS cable television access came of age in Gray, local citizens sought the establishment of a community antenna television committee and dedicated channel space from Penn Cable Company. This would allow locally produced programs as well as other information services provided to the citizens of Gray.

Since that time, equipment has been modernized; space for production of programs, editing and broadcasting has doubled. The community television antenna committee is now known as Gray Community Television, GCTV and is broadcast on Gray and New Gloucester cable channel 2.

SECTION 1.0 ORGANIZATION

Gray Community Television shall be organized in the following manner:

- 1.1 Station Manager. The Station Manager shall be responsible to the Town Manager and be authorized to sign purchase orders on behalf of the Town for the expenditure of funds held within the general fund account of the Cable Committee of the Town of Gray. Signing of such purchase orders must be done in compliance with the limits placed upon municipal spending which requires bids be submitted. The Station Manager shall serve as the Station Manager of the Cable Advisory Committee. The Station Manager shall prepare the annual budget. For operating the public access channel
- 1.2 Public Access Advisory Committee. The Public Access Advisory Committee shall be a group of volunteers, not to exceed five in number that shall meet on a regular basis to provide input to the Station Manager on concerns, suggestions, ideas etc to the Station Manager.

SECTION 2.0 GENERAL GUIDELINES

- 2.1 Any individual resident of Gray, the Gray Municipal Government, or Maine School Administrative District 15 may use GCTV equipment and channel. Verification of residency and ability to use the equipment is required. Any user of the facility or equipment must be 18 years of age, or if a minor be under the supervision of a responsible adult, who must complete the Legal Responsibility section of the Equipment materials reservation form. Intergovernmental loan of equipment may be approved by the Committee and approval of the Town Manager.
- 2.2 The primary purpose of the Gray Public Access Television channel, its equipment and training programs is to provide public, educational and governmental programming for the access channel. Accordingly, any program using the Access channel must be aired on GCTV and becomes property of GCTV.
- 2.3 Gray Access is equipped to broadcast ½ inch VHS and SVHS video tapes and DVD discs that meet minimum technical standards.
- 2.4 Preference will be given to locally produced programs. All programs will be of community interest.
- 2.5 Training sessions will be held at various times of the year on various types of equipment maintained by GCTV. People using or borrowing the equipment will be expected to be familiar with the use of the equipment before it is loaned for use.
- 2.6 To maintain all GCTV equipment in good working order, we request that any user of the equipment submit a written report any time you experience difficulty with GCTV equipment.

- 2.7 GCTV Station Manager may waive the Policies and Procedures contained within this manual subsequent to review by the Town Manager.
- 2.8 No smoking in the GCTV facilities. Food cleanup is required, Make use of trash receptacles.
- 2.9 Facilities, equipment and air time are on a first come, first serve basis. Town Council and School Board meetings will be given priority.

SECTION 3.0 USE OF CABLE FACILITIES AT STIMSON HALL

- 3.1 Use of GCTV and Town of Gray facilities for the purposes of producing video programming for broadcast on GCTV is free of charge and available to individuals or agencies and stipulated in Section 1, is free of charge.
- 3.2 Normally, time must be scheduled at least two weeks in advance of the requested use of date. Expectations to this time limit may be obtained from the Town Office via GCTV staff. Use of the production facilities must not interfere with other pre-scheduled municipal government use of Stimson Hall.
- 3.3 Normally, pre/post production equipment must be scheduled at least five days in advance of the requested date. The Station Manager or designee may make exceptions to this time limit request.
- 3.4 GCTV recommends that person's producing a program do a studio taping straight through as though you were doing it live. Shows that are 28 to 30 minutes are easiest for us to schedule for playback. However, users are not limited to this time.
- 3.5 You may provide your own crew to tape your programs. A list of certified volunteers, as they are obtained, who may assist you with your production is available from GCTV
- 3.6 Live programs may originate from Stimson Hall, G-NG Middle School, G-NG High School and the Gray Public Library, and other locations where necessary equipment is located. Those wishing to produce a live program must follow all appropriate guidelines in this manual. The prospective producer must have permission from GCTV, and use of the facilities must not interfere with regularly scheduled functions at those facilities. Use of facilities, other than Stimson Hall, must be scheduled with personnel at those facilities.

Section 4.0 On location production

- 4.1 The Equipment to be used outside of Stimson Hall must be signed out through a GCTV staff person. The responsible party seeking the use of the equipment must complete an equipment reservations form.
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- 4.3 Post production equipment must be scheduled at least five working days in advance of the requested date.
- 4.4 An Equipment Problem Form should be completed in any time you experience difficulties with GCTV equipment.
- 4.5 1/2in. VHS or SVHS tapes and DVD not produced on GCTV equipment may be played provided they meet minimum quality standards specified in this manual.
- 4.6 The portable studio, monitors, VCR recorder, sound board and switcher, maybe borrowed; however there is a \$50.00 fee. This fee may be waived by the committee based on circumstances.

Section 5.0 Technical standards

- 5.1 All programs must be 1/2in. VHS or SVHS video cassettes or DVD capable of being time base corrected.
- 5.2 The programs recorded on home video equipment can be played on the access channel if the programmer meets certain standards. Although not required, it should have a continuous control track (no snow or picture break up). Any program presented to GCTV for broadcast may be checked for technical and content standards.
- 5.3 The Programs may be no more than second generation of the master footage.
- 5.4 All videotapes and DVD must be properly labeled on the cassette and the case carrying the cassette, with standard label. The following information will be included: program title, producer, and the program length.

- 5.5 All tapes and discs provided by GCTV and programs produced using GCTV equipment are and will remain property of GCTV.
- 5.6 Any requested copyrights for a program produced with GCTV equipment resides with GCTV.
- 5.7 A program intended for a ½ hour time slot should not exceed 28 minutes 30 seconds, and a program intended for one hour should not exceed 58 minutes 30 seconds.
- 5.8 All programs must have titles and credits recorded from either a character generator, or other computer generated software; or from an acceptable lettered camera card. The minimum title and credit is the name of the program within the first five minutes of the videotape and the name of the program's producer at the beginning or end of the tape or disc. An exception to this requirement may be granted after review by GCTV Cable Committee.

Section 6.0 Producers responsibilities

- 6.1 The producer of a program is solely, entirely and completely responsible for the content of the program. Programs cannot contain advertising, solicitation for funds other than for charitable or non-profit purposes within the broadcast area of GCTV, lotteries, or any statements, pictures or sounds which violate Town, state, or Federal laws including those relating to obscenity, defamation, slander or libel.
- 6.2 GCTV is not responsible for any videotapes or discs left in our possession. We will check each video tape or disc for technical and content problems. If there is a problem, the program will not be aired until we have had an opportunity to discuss the problem with you.
- 6.3 If your program contains materials which requires appropriate rights from broadcast stations, networks, sponsors, music licensing organizations, performers, representatives, copyright holders and any other persons as may be necessary for the cablecast, you must provide written proof that these rights have been granted.
- 6.4 When your program is ready to be cablecast, you must fill out and sign a Channel Time Application, or other written formal request. Your videotape or disc will be checked for adherence to our technical and content standards. Your Channel Time Application, or written formal request and videotape or disc must be submitted no less than ten working days in advance of the requested cable casting date. The Station Manager of GCTV or other designated person on GCTV Cable Committee or staff may give approval.

Section 7.0 Charges and Fees

- 7.1 Use of some GCTV equipment, cablecast time and Stimson Hall is free to eligible Gray residents and other non profit organizations within the Town of Gray. Set use is restricted, without fee, to programs to be cablecast on GCTV. The Cable Committee upon request may grant exceptions. Most commonly, these exceptions are made to other public access centers or MSAD 15 needing equipment.
- 7.2 Although some equipment and materials are loaned free of charge for the purposes of making a videotape or disc for GCTV use, the borrower is responsible for all damages, lost, or cost of repair involved while equipment is signed out and such repair is necessitated by neglect or abuse of equipment as determined by GCTV staff.
- 7.3 Copies of video tapes or DVD disc will be made on GCTV's equipment at a cost to be determined by the GCTV Cable Committee. All funds collected for this purposed will be deposited into the Cable Television Account as designated within the Town of Gray revenues and shall be used for GCTV operations, equipment repair or purchase.
- 7.4 The Town Manager or designee shall keep a written record of all revenues and expenditures of the Cable Committee
- 7.5 Current Charges (as of July 1, 2005)

Tape Copies	\$10.00
DVD Copies	\$10.00

Underwriting per program	\$30.00
Underwriting per month	\$50.00
Public Service Announcements per month	\$15.00
Late equipment return fee, per day	\$20.00
Portable recording equipment	\$50.00
Programming time which includes time With GCTV Staff, if necessary or requested Per hour	\$10.00
Editing, per hour	\$14.00

Section 8.0 Underwriting

- 8.1 Local businesses have a unique opportunity to help GCTV and the Town of Gray. Underwriting is a means of acknowledging a local business or agency for its support of GCTV.
- 8.2 All underwriting money received under this policy shall be deposited into the Cable Television Account as designated within the Town of Gray revenues and shall be used for GCTV operations, equipment repair or purchase.
- 8.3 There will be a maximum of four underwriters per program. Businesses or agencies may also underwrite the GCTV information bulletin board or public service announcements
- 8.4 Program underwriters shall be given it a maximum of four panels not exceeding twelve seconds each.
- 8.5 Bulletin board underwriters shall be given a maximum of two panels on the GCTV information bulletin board, not to exceed fifteen seconds. Each acknowledgment shall be in a standard form: "GCTV operations are made possible in part by:" followed by the name of the business and a short statement of service and a phone number. GCTV will use underwriter supplied graphics, photos or an on disc digital picture of the business as part of the panel. Otherwise the graphic presentation will be at the discretion of GCTV. Emphasis will be placed on readability.
- 8.6 Underwriters of public service announcements will have their business or agency name on the announcement in a standard form "this public service announcement from: _____, your _____ in Gray, telephone number _____." Screen font size shall a minimum of 28 fonts.
- 8.7 Each underwriting will have an underwriting agreement completed and submitted to the GCTV Cable Committee at least fourteen days in advance. Payment is expected prior to the announcement being aired.

Section 9.0 Volunteer Program

- 9.1 Volunteers are vital to Gray community television. Our purpose is to provide local people with an opportunity to gain experience in television production and to see their efforts cablecast on GCTV.
- 9.2 All prospective volunteers should contact the great Town of Gray Public Access Television Station Manager. The station's phone number is 657-5898, our email mail address is: GCTV2@graymaine.org.
- 9.3 Volunteers will be paid a flat fee when assisting in the production of programs. Fees will be established on a yearly basis by the Station Manager in the annual budget. The current fee is \$30.00 per event

Section 10.0 Archival Policy

- 10.1 Video recorded meetings of the Gray Town Council, done by GCTV, will be held in record at GCTV for a period of five years from the date of the meeting. A copy of each recorded meeting will be sent to the video library repository at the Gray Public Library.
- 10.2 That video recorded meetings of the Board of Directors of School Administrative District 15, done by GCTV, shall be forwarded to the Superintendent's Office M.S.A.D. 15 for storage in accordance with the archival policy of M.S.A.D. 15.

- 10.3 Other governmental meetings video recorded by GCTV shall be held in record at GCTV for a period of two years from the date of the meeting.
- 10.4 Other programs produced by GCTV or other persons, whose tapes become property of GCTV if produced using the equipment or studios of GCTV, may be disposed of at any time.

Section 11.0 Loaning Video Recorded Programs

It is not the policy of GCTV to serve as a library for video recorded materials. Original recordings will not be loaned or otherwise removed from the GCTV library. Copies of Town Council meetings will be made available to the Gray Public Library within two working days. Copies of programs may be purchased as in section 7.4, Fees.

Section 12.0 Bulletin Board Service

- 12.1 A Gray resident, not for profit organization, governmental organization, public service agency or other agency as approved by the GCTV Cable Committee may display information on the access channel via the information bulletin board.
- 12.2 All bulletin board information must conform to programming standards listed throughout this manual.
- 12.3 Requests for display must be submitted at least one week in advance but no more than three weeks in advance of the first air date. Information must be submitted in writing in containing contact person and a phone number. A bulletin board application is available from the Gray Town Office **and on the Town's WEB Site: www.graymaine.org**

Section 13.0 Suspension of privileges

- 13.1 The GCTV Cable Committee may refuse the use of the facilities, equipment, and services of GCTV to individuals or organizations who interfere with the orderly conduct of community or public access programming as outlined in this document.
- 13.2 A person who appears to be under the influence of drugs or alcohol will be refused to service.
- 13.3 Failure to abide by rules and regulations stated in this manual may cause a suspension of an individuals or organizations privileges.
- 13.4 GCTV may refuse to lend equipment or to schedule editing time and equipment to anyone who has, in the past, misused the equipment, failed to return it on time, or in another way abused the privileges of using GCTV access equipment or facilities.
- 13.5 Any individual who produces material on GCTV equipment and subsequently sells any part of or all of the production, without prior approval of GCTV Cable Committee shall have his or her privileges suspended.
- 13.6 GCTV facilities will not be available to anyone who fails to identify him or herself or refuses to have his or her identity maintained in GCTV records.
- 13.7 Any decision of refusal of use of equipment or facilities may be appealed to the Town Council of Gray through the office of the Town Manager. Such appeal must be submitted in writing.
- 13.8 Any refusal of use of equipment or facilities to the individual by GCTV will be documented and submitted to the Town Manager.

Section 14.0 Programming of a political nature.

- 14.1 Individual candidates seeking elected government offices to represent the people of Gray shall be permitted to produce individual programming that promotes their candidacy. Six weeks before and through the day preceding the election each candidate shall be allowed to broadcast a total of six individual programs, not exceeding 20 minutes each. This does not include programs underwritten by non-candidates. Candidates wishing to produce programming may do so at their expense, using GCTV equipment and following the general guidelines for technical standards noted in this manual. A channel time application must be

submitted in advance as in sections 6.4. To assist in this matter, each year following the certification of candidates for local elective offices (municipal, county, and state) GCTV will publish a schedule as to when its staff should be available for taping sessions for those candidates who do not have individual programming. There will be a \$50.00 per hour production service fee. There is no fee for underwritten debates between candidates. There is no fee to broadcast a program.

- 14.2 GCTV will accept requests for live broadcast and underwriting of such a program from organizations such as, but not limited to: nonprofit organizations, service organizations, league of women voters, or news organizations.
- 14.3 GCTV will also accept channel time applications from other organizations or individuals for the purposes of distributing information intended to assist the voters of Gray and making their decisions regarding other important public issues. Such programming shall be limited to 30 minutes and will not be broadcast earlier than six weeks before the date of the election or vote.
- 14.4 Programs produced by or for Town organizations, including branches of Town government or MSAD 15, intended to inform citizens of issues they will face in an election, or to provide such information as GCTV shall hold to be appropriate, shall be permitted. Such programming shall not and will not be broadcast earlier than six weeks before the date of the election or vote.
- 14.5 Although there is no state or Federal requirement to provide it, GCTV will make reasonable efforts to provide equal air time to any group.

[Section 15.0 Review of Policy Manual](#)

GCTV station manager shall on or before the first day of July of each year review the contents of this manual and make recommendations and or revisions necessary for the efficient operation of GCTV and retention of volunteers.

[Section 16.0 Cooperation with MSAD 15](#)

- 16.1 The Town of Gray Community Antenna Television Committee (GCTV) recognizes that there are valuable resources within the Maine School Administrative District 15 (MSAD 15) that may be drawn upon as a contribution to the ongoing growth of community life within the Towns of Gray and New Gloucester. GCTV also recognizes that there is a limitation of funds which may be dispersed or budgeted for the ongoing education of students within MSAD 15 for media arts technology. GCTV also understands that there is a twenty hour community service requirement for all seniors in order to receive a diploma. Therefore GCTV agrees to work in a cooperative effort with MSAD 15 to provide students with equipment and technology necessary for their ongoing education and in turn MSAD 15 has agreed to work with GCTV to provide local public access programming of interest to the people of Gray and New Gloucester.
- 16.2 GCTV will enter into negotiations with MSAD 15 and its representatives each year to determine how best to facilitate a cooperative education program and the loaning of equipment. Any agreement arrived at shall be approved by the Town Manager and Board of Directors of MSAD 15.