



Templeton Community Television

Recording and Programming Policies

Staffed meeting recordings and program submissions

General Description

TCTV (Templeton Community Television) Cable is a public education and government (PEG) TV channel serving Templeton cable TV subscribers by cablecasting town government and school meetings and other events in Templeton and its area, as well as community-related, non-commercial and non-political notices. TCTV also maintains media properties on Facebook and YouTube.

TCTV offers objective and impartial media intended to provide Templeton residents with information from meetings and events so they may be informed about issues and occurrences in their town. To remain fair and impartial, TCTV is not affiliated with and will not affiliate itself with any and all political groups.

The Templeton Cable TV Advisory Committee manages and operates TCTV. The Committee and its appointed personnel are solely responsible for making final decisions on recording events, accepting and scheduling all programming, and the frequency of cablecasts.

General Recording of Meetings & Events

TCTV regularly records and cablecasts public meetings and events through Templeton and its area.

TCTV requests two weeks' notice to schedule the taping of a meeting or event, subject to the availability of a member or a trained volunteer.

TCTV may opt not to tape any meeting or event, based upon location, technical issues, logistics, length of event, availability of staff or volunteers, or other issues.

Committees, groups or organizations are welcome to tape their own events and submit a standard DVD or MPEG-2 files that meet specifications for TCTV cablecast. TCTV can accept standard and high-quality DVDs, or electronic MPEG-2 or MPEG-4 Files. For more on MPEG-2 video file standards, contact TCTV.

Meetings, events and other programming will be cablecast comparative amounts of time to similar programming, as determined by TCTV. Cablecasting frequency may also be dependent upon the frequency of the same committee's or organization's meeting or similar event.

Public Meetings

TCTV records Town of Templeton regular meetings including:

- Annual Town Meeting and Special Town Meetings

- Select Board Meetings (2x/month)
- NRSB School Board meetings (monthly; recorded and produced by TCTV NRSB interns)
- Planning Board and ZBA Hearings of general interest, as determined by TCTV
- Other regular meetings of general concern, such as Templeton Elementary School Building Meetings
- Public hearings of general interest, as determined by TCTV

Other open public meetings may be recorded and cablecast as requested by a resident of Templeton and with availability by TCTV employees or volunteers. Locations outside of the Town Hall Conference Room may preclude recording.

TCTV will NOT edit the content of any open public meetings, except to edit for profanity; obscene, pornographic, or vulgar behavior; HIPAA (Health Information Portability and Accountability Act) protections; or right to privacy concerns. Attendees of public meetings should note that when entering a public space such as a public meeting, a person's rights to privacy and HIPAA protections are no longer in effect.

TCTV will only air one meeting or event from a committee, board, group, or organization at one time, unless TCTV deems otherwise.

TCTV will record only one public forum or hearing intended to inform residents about a specific issue coming up for a vote in Templeton. The taping is subject to Cable Committee member availability and other issues detailed above. Cablecast times will be selected solely by TCTV.

TCTV reserves the right to restrict the tapings of meetings or events to ensure that TCTV not be used to propagandize or unfairly promote one view over another.

Meeting & Event Facilities

Organizations, boards, committees and others requesting a meeting recording at a location outside of the Town Hall Conference Room must make the facilities available to TCTV personnel one hour before the start of the meeting or event to allow for TCTV equipment set-up.

The meeting and event space should be set up with the appropriate tables, seating and furnishings for meeting members and audience before TCTV begins its set-up. Once TCTV has completed its set-up, its personnel will not relocate cameras, microphone cables and other equipment.

TCTV equipment shall not be used or relocated by any unauthorized personnel whatsoever.

Executive Sessions

Committee, boards, and others entering Executive Session at the end of a meeting should make a reasonable amount of time available for TCTV personnel to complete recording, shut down equipment and break down any setup and prepare it for transport.

TCTV may refuse to record any public meeting which requires advance set-up and then must vacate the premises for lengthy executive sessions at the start or during a public meeting that will resume. Boards, committees and others should notify TCTV of their plans for executive sessions and plan them accordingly.

Presentations

TCTV personnel will assist presenters of PowerPoint and other electronic presentations to connect to the flat-panel TV in the Town Hall Conference Room, to the best of their abilities. The Town Hall Conference Room flat-panel has an HDMI connection (on HDMI 2; connection cable is looped behind left side of the TV). TCTV personnel can also connect via VGA (RGB) via an adapter (no audio). TCTV does not have other adapters; presenters should bring their own adapters to connect to the TV's HDMI cable.

Boards and committees planning presentations should ALWAYS inform TCTV of the intended presentation and their needs at least 24 hours prior to the meeting time. Presenters should ALWAYS arrive at least a half-hour early to give time to work with TCTV personnel on the connections and possible troubleshooting.

TCTV does not have a projector; presenters wishing to use a projector in the Town Hall Conference Room should bring their own portable projector, a 20-foot extension cord, and any adapters and controllers needed.

TCTV and its personnel are not responsible for operating or connecting to systems outside of the Town Hall Conference Room (i.e. High school Kiva and Middle School Auditorium)

TCTV reserves the right to refuse recording a board, committee or organization's meetings or events if it feels the TV station and related properties are intended to be used for propaganda, pornography, obscenity, the dissemination of false information, hate speech, invasion of privacy, libel, slander or defamation of character.

TCTV reserves the right to refuse recording a board, committee or organization's meetings or events if it feels the organization has violated the terms of this document and the spirit of transparency and fairness.

Other Programming Requests

TCTV is open to receiving programs and programming requests to meet a wide variety of viewer interests.

Residents may request that programming from sources outside of TCTV and with particular points of view be cablecast, and TCTV shall review all requested programs and offer opposing views equal time when deemed appropriate. Program requesters may be required to sponsor a disclaimer.

TCTV shall make every attempt to cablecast programs as soon as they have been received by the station or a Cable Committee member. The cablecasting of any program is subject to Cable Committee and/or TCTV member availability to perform the work required or address any technical issues that may arise.

TCTV may reject a request to cablecast a submitted program if it deems the content to be obscene, pornographic, having the potential to violate a person's right to privacy, promoting an individual's candidacy for public office, or engaging in hate speech, defamation of character, libel or slander.

Most previously recorded programs and media available commercially and on TV are protected by copyright. TCTV will only cablecast such programs and copyright-protected music if the program requester shows written permission or transfer by the copyright holder.

TCTV reserves the right to refuse recording or to cablecast a recording for all of the above reasons and any others at any time, without notice.

TCTV and TCTV alone will determine all programming times. Shows deemed by TCTV to be offensive or inappropriate will be refused cablecast or cablecast only from 1 am to 4 am.

TCTV will determine any and all programming appearing on its YouTube channel or other TCTV properties, and will be the sole arbiter of any such decisions.

Technical Requirements

1. TCTV requests that all programs be submitted on high quality DVD or electronic file.
2. Programs submitted as mpeg2 files must meet the standards of the ACAT playback server. (Specifications available upon request)
3. All tapes must be recorded in Standard Play Mode (SP).
4. Video and audio quality of all programs to be cablecast must be consistent and of sufficient level to permit adequate reproduction by transmission equipment.

TCTV staff reserves the right to withhold the cablecast of any program which does not meet preparation or technical requirements.

Users are responsible for obtaining, in writing, release forms, minor permission forms, and all necessary approvals, clearances, licenses, etc. for the use of any program material that the user submits for cablecast. These may include, but are not limited to: broadcast stations, networks, music licensing organizations, performer's representatives, and any and all other persons as may be necessary for authorization to cablecast program material.

A responsible adult shall verify, in writing, that authorization has been obtained concerning use of any equipment by a minor; and / or appearance of any minor; and / or that all necessary approvals / licenses have been obtained, for a program to be cablecast. Such adults shall be responsible for liability resulting from the use of equipment by, or any appearance of a minor.

Community Bulletin Board

The Community Bulletin Board runs a slide show of upcoming events, meeting notices and useful public information between video programs on TCTV.

The Community Bulletin Board is available for non-profit organizations, government, school and other non-commercial ventures to provide notices of general interest, such as upcoming events.

The Community Bulletin Board may not be used for commercial or product advertising, political campaigns or political advocacy.

Residents and others can request notices by emailing text, jpgs, Word or pdf files to tctv@templeton1.org. Notices should be under 25 words in length, and include any name of event, date or deadline, time(s), location, and three brief bullet points of features and descriptions. (See Bulletin Board requirements). Users can also submit notices via the town web site, templeton1.org

Finished jpegs and pdfs files should be formatted in landscape mode, 720x540 pixels or sizable to that.

TCTV reserves the right to edit Bulletin Board notices for clarity and design.

Public Access TV

TCTV (Templeton Community Television) is an ardent defender of First Amendment rights to free speech and providing public TV access for individuals, non-profit and charitable groups. TCTV acts as a transparent, objective and impartial medium that respects all viewpoints and opinions.

TCTV will do its best to help individuals express their viewpoints and opinions in effective, civil and respectful ways that raise the level of civic discourse in Templeton.

TCTV will not tolerate hate speech, using its properties to disseminate deliberate misinformation, or acts of libel, slander or defamation of character—and it will police against it.

[See Public Access TV Polices & Procedures](#)