

Yellow Springs Community Access - Channel 5

PROGRAM RELEASE FORM

Program Title: _____

Type: _____ Program Length: ____ Hr ____ Min ____ Sec

Name of Producer: _____ Media type Tape DVD Drive Camera

Address: _____

Phone: _____ or E-Mail _____

Brief Description of Program, Notes: _____

Is this program suitable for children? YES NO

Does it include adult language or violence? YES NO

Does this program contain copyrighted material? YES NO

Does this program contain material you consider "fair use" or "public domain"? YES NO

Program produced using Channel 5 equipment? YES NO

Do you want the media returned to you? YES NO

May we make copies for viewers? YES NO

May we post this video to Internet? YES NO

I warrant that I have acquired all necessary clearances and talent releases. I assume full responsibility for this production and assert it does not violate the rights of a third party and that it complies with all local, state, and federal laws. I agree to hold Time Warner Cable and the Village of Yellow Springs, its officers, employees, and volunteers harmless in any dispute over the content or showing of this production. This production complies with the Program and Content Ownership Policy on the reverse side.

For Station Use		
Broadcast File name	_____	
Length	____ H ____ M ____ S	
File Size	_____ GB	
Task	To Do	Done
Load from Source to Computer	<input type="checkbox"/>	<input type="checkbox"/>
Video Size ____ x ____	Bitrate ____	Var <input type="checkbox"/>
Audio format ____	Bit ____	Sample ____
Convert format to MPEG2	<input type="checkbox"/>	<input type="checkbox"/>
Edit / Trim/ Title	<input type="checkbox"/>	<input type="checkbox"/>
Upload to Nexus	<input type="checkbox"/>	<input type="checkbox"/>
Create DVD filestructure	<input type="checkbox"/>	<input type="checkbox"/>
Burn DVD(s)	<input type="checkbox"/>	<input type="checkbox"/>
Deliver DVD(s)	<input type="checkbox"/>	<input type="checkbox"/>
Archive in our Library	<input type="checkbox"/>	<input type="checkbox"/>
Convert for Internet	<input type="checkbox"/>	<input type="checkbox"/>
Upload to Internet	<input type="checkbox"/>	<input type="checkbox"/>
Insert into web page	<input type="checkbox"/>	<input type="checkbox"/>
Notebook	_____	
Section	_____	
Dates shown	_____	

Signature: _____ **Date:** _____

Producer

Signature: _____ **Date:** _____

Parent or Legal Guardian of minor Producer

VILLAGE OF YELLOW SPRINGS

PROGRAM CONTENT AND OWNERSHIP POLICY

Extract from the Station Rules, January 10, 2007 See the current rules for complete information

PROGRAM CONTENT

Each producer has complete creative control of and legal responsibility for the content of each program. YSCAC does not preview programs for content (censor), nor exercise editorial control, except in the situation where it has actual and credible advance notice of content that violates these rules. The staff may preview for technical reasons.

PROGRAM RESTRICTIONS

Presentation of the following materials is specifically not authorized and may subject the producer or other responsible party to criminal prosecution or civil liability as well as disqualifying him/her from further use of the station:

- Advertising material designed to promote the sale of products or services or lottery.
- Any unauthorized copyrighted material.
- Any obscene or indecent material.
- Any deliberate misinformation that may result in harm to any individuals.
- Any material that defames any racial, ethnic, sexual, age, disabled, or religious group or any individual member of such group.
- Any advocating of violence, or words that are likely to invoke violence.
- Any slanderous or libelous materials.
- Any noncompliance with applicable federal, state and local laws and regulations.
- Credit to funding sources may only be given at the ending of the program using a statement like "This program was made possible, in part, through the assistance of..."
- Political endorsement or advertising by or on behalf of candidates for public office, or on behalf or against issues on the ballot. Broadcast of advocacy concerning candidates and issues on the ballot will be limited to formats such as debates and forums sponsored by non-partisan groups.

PROGRAM AND MEDIA RIGHTS

Ownership and non-commercial copyrights belong to the producer of the material. However, the YSCAC reserves the right to cablecast any program or any portion of submitted program at anytime and for any purpose. The staff will not duplicate a community producer's program for anyone other than the producer without his/her written permission.

RESPONSIBILITIES OF THE PRODUCER

All access users are fully responsible for the content of their programs. The producer is responsible for obtaining all clearances for use from the owner of any copyrighted or protected material, including music licensing organizations, program distributors, and any other persons necessary to authorize transmission of program material on the access channels. The producer is responsible for securing all talent releases and ensuring the cablecasting of the program does not violate the rights of a third party. The producer of programs dealing with political candidates and/or issues is responsible for complying with all local, state, and federal election laws. All Community Access users shall indemnify and hold harmless the Village of Yellow Springs, its officers, officials, boards, commissions, agents, volunteers and employees from any and all liability, damage, injury, judgment, including cost of defending claims (including attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, State or local government, or rules or regulations of the Federal Communications Commission, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, servicemark or image, or for any other injury or damage in law or in equity claimed as a result of, or from, or connected with access user's use of access channel time. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on Community access channel time.

PROGRAM SUBMITTAL

Programming may be dropped off in the basket in the lobby of the Bryan Center; or mailed to Village of Yellow Springs, 100 Dayton St., Yellow Springs OH 45387 Attn: Channel 5

Videotapes or disks must be submitted in an enclosed case along with a completed Program Release form. Each program or cablecast must be consistent with the station rules and procedures. Videotape or DVD, and case must be clearly labeled stating the program title, program run-time to the nearest second, and name, address and telephone number of Yellow Springs resident submitting media. No stick on labels are allowed on CDs or DVDs.

Videotapes and DVDs will be available for pick-up within ten business days after submittal. Any media unclaimed after 30 days will be archived, recycled, or discarded at the discretion of the staff. The station is not responsible for loss or damage of videotapes or disks. If station media was used for the master, the producer may make or purchase a copy at cost.