

**TV-18/Bethlehem**  
**Community Bulletin Board**  
**and**  
**Public Service Announcements**

451 Delaware Avenue  
Delmar, NY 12054

518-439-9314 option 6  
bethtv@uhls.lib.ny.us

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TV-18/Bethlehem Community Bulletin Board is a free, around-the-clock venue for public service announcements. Its viewing area includes the Towns of Bethlehem and New Scotland. Submissions are limited to announcements for non-commercial, not-for-profit, and non-partisan events and services. Priority will be given to submissions from the Town of Bethlehem.

### **Guidelines**

#### **1. content**

- **non-commercial** – Only announcements promoting an event or service from a not-for-profit organization, a non-profit group, or an individual acting on behalf of a non-for-profit cause for community betterment will be accepted. Any announcement that clearly promotes a product, service or event from which one person or a for-profit business stands to gain will not be accepted. However, a for-profit business may publicize its fundraising efforts on behalf of a not-for-profit organization.
- **non-partisan** – No announcement promoting the candidacy of one particular person or ticket, or one particular side of a political or controversial issue will be accepted. A non-partisan announcement that promotes general political debate or announces such a debate will be accepted.
- **program promotion** – TV-18/Bethlehem program producers are permitted to post information about their shows.

#### **2. protocol**

- Announcement must be submitted at least two weeks prior to event.
- Each person and/or organization is permitted one announcement per week.
- Announcement must be readable within 30 seconds.
- Announcement must include a contact person's name and phone number; those wishing that this information not be aired must so note on the request form.
- Changes to announcement must be submitted as a new request, and noted as such.
- Single event announcement will remain on the bulletin board until the day after the event.
- Announcement for ongoing event or service must be resubmitted every six months.

#### **3. accuracy**

- TV-18/Bethlehem staff will take great care in transcribing announcements but cannot be held responsible for any inaccuracies in either the original or the transcribed announcement.
- When notified of an error – in either the original or the transcribed announcement – the studio staff will correct it as soon as possible.
- TV-18/Bethlehem staff reserves the right to either reject an announcement or edit it for space, style and grammar.

#### **4. submission options**

- **mail to:** TV-18/Bethlehem • Bethlehem Public Library • 451 Delaware Avenue • Delmar, NY 12054
- **email to:** [bethtv@uhls.lib.ny.us](mailto:bethtv@uhls.lib.ny.us)
- **fax to:** 518-478-0901, attention TV-18/Bethlehem
- **drop off:** library checkout desk, attention TV-18/Bethlehem

## Public Service Announcement Request

Clearly TYPE or PRINT your announcement in 30 words or less. Use short phrases, as fewer words get the best results.

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Comments \_\_\_\_\_

<p><b>Your Name</b> _____ _____ Street/Box _____ Town, State &amp; Zip _____ Phone _____</p> <p>Include my name &amp; number on announcement. ____yes    ____no</p>	<p><b>Your Organization</b> _____ _____ Street/Box _____ Town, State &amp; Zip _____ Phone _____</p>
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I certify that:

- I have read this document and agree to abide by its contents.
- my message is not libelous.
- I am an officially authorized representative or employee of the organization named above.
- I agree to adhere to the library's Patron Conduct Policy (posted both in the library and on its website).

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**Signature**

**Date**

3/2/2005  
rev 9/20/2005