

TV-18/Bethlehem

User Agreement

451 Delaware Avenue
Delmar, NY 12054

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

Program title _____
Producer _____
Organization affiliation & address _____

1. user guidelines

- Users must be at least 18 years of age. If not, a parent or legal guardian must sign this statement and agreement.
- Please include name, address and phone number with all program submissions. This information will be made available to the public upon request.
- Users are responsible for any program cost and content, and assume all liability for their program.
- Please notify the studio in advance if the submitted program contains repeated vulgar language, nudity, extreme physical violence, extreme degradation, graphic depiction of medical procedures, or sexually explicit material. TV-18 will provide a pre-viewing announcement for programming inappropriate for minors.
- Please adhere to the following content restrictions as they apply to all public access programming. Programs may not contain:
 - a. solicitation, advertising, bartering, or promotion of commercial products, services or transactions, including lottery information, gift enterprise or similar activity. Non-profit organizations are not restricted from promoting their services.
 - b. material that is obscene, slanderous, libelous, unlawful, or invasive of privacy.
 - c. material requiring union residual, or other payment including but not limited to talent and crew, unless all necessary payments have been made or waived.
 - d. material that is copyrighted or subject to ownership or royalty rights, right of publicity, or other payment unless all necessary payments or permissions have been made or waived.
- TV-18 will make all final scheduling decisions, based on a first-come, first-served basis subject to the policy. In the event of series programs, a series can be rescheduled for a second quarter in the same time slot, and continue into subsequent quarters as long as no other producer requests that time.
- TV-18 will retain ownership of master tapes of all programming produced at its studio and/or with its remote equipment.
- TV-18 reserves the right to use program segments for promotional purposes.

2. technical standards

- VHS or SVHS format is required.
- Please provide opening title and end credits. Credits may be aural, visual or both. They may include a logo, name and address, as well as a brief description of contributor and nature of contribution (limited to 10 seconds per contributor). They may **not** include a phone number, picture of a business establishment, or qualitative or promotional information. Total credit may not exceed 60 seconds per program.

- Tapes must have audio recorded on both channels on normal longitudinal tracks.
- Tapes must be playable in the SP (2-hour) speed.
- Programs are to be either original-single or original-series programs that are a minimum of 10 seconds in length and a maximum of 13 hours per quarter.
- Programs must meet TV-18's technical standards.

3. submission

- Attach to the video a spine label including
 - a. name of program
 - b. accurate running time in minutes and seconds, i.e. RT: 24:20
 - c. program date
 - d. your name and phone number
- Secure the video in a video box labeled with name of program on the spine.
- Mail it to the studio or deliver it to the library checkout desk.
- We must receive the video 72 hours before its scheduled cablecast.

4. copies

- Copies are available to producers who taped either in the studio or with its equipment.
- Please supply a new VHS tape labeled with the name of the program and your name and phone number.

5. returns

- Original tapes and requested copies will be held at the library checkout desk for 30 days.
- If you prefer, you may leave a self-addressed stamped envelope or arrange for prepaid UPS or Fed Ex pickup.

I certify that:

- I have read this document and agree to abide by its contents.
- I release TV-18/Bethlehem studio and staff from responsibility if any programs, tapes or related material are damaged, lost, or stolen while in the studio's custody.
- I agree to adhere to the library's Patron Conduct Policy (posted both in the library and on its website).

Producer

Signature _____ Date _____
 Address _____

 Phone _____
 email _____

Studio Representative

Signature _____ Date _____

