

Bethlehem Community Network Television (BCN-TV) User Agreement

Bethlehem Public Library
451 Delaware Avenue
Delmar, NY 12054

(518) 439-9314 option 6
bethtv@bethlehempubliclibrary.org

Program Title _____

Producer _____

Organizational Affiliation _____

Address _____

1. User Guidelines

- Users must be at least 18 years of age; otherwise a parent or legal guardian must sign this agreement.
- Please include name, address, email address, and phone number with all program submissions. This information will be made available to the public upon request.
- Users are responsible for all program cost and content, and assume all liability for their programs.
- Please notify BCN-TV 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. BCN-TV 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:
 - Solicitation, advertising, bartering, or promotion of commercial products, services or transactions, including lottery information, gift enterprises, or similar activities. Nonprofit organizations are not restricted from promoting their services.
 - Material that is obscene, slanderous, libelous, unlawful, or invasive of privacy.
 - Material requiring union residual, or other payment including but not limited to talent and crew, unless all necessary payments have been made or waived. Proof of compliance may be required.
 - 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. Proof of compliance may be required.
- BCN-TV will make all final scheduling decisions, subject to Bethlehem Public Library's Public Access Television Policy as posted at bethlehempubliclibrary.org.
- Each program will receive two time slots per week. If producers submit two episodes in one week, each will be shown once. BCN-TV cannot accept more than two episodes in one week.
- BCN-TV reserves the right to use program segments for promotional purposes.

2. Technical Standards

- Electronic submission of digital video files is required. Currently, video files are accepted via Dropbox. DVDs or VHS tapes cannot be accepted. Please see Section 3 below for details.
- The preferred file type is MPEG2 (.mpg). MP4 format can also be accepted but will be reformatted for BCN-TV. Reformatting may result in a delay in scheduling.

- Please include 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 credits may not exceed 60 seconds per program.
- Programs are to be either original-single or original-series programs that are a minimum of 5 minutes in length and a maximum of 13 hours per quarter.

3. Submission

- Video files must be submitted electronically via Dropbox.
 - Detailed submission instructions will be provided to the producer or director of the program via email.
- In addition to video files, please include a file containing the following information:
 - Name of program
 - Accurate running time in minutes and seconds
 - Desired cablecast day of the week.
 - Your name, email address, and phone number
- We must receive the electronic submission at least one week prior to its desired cablecast.

4. Returns

- Producers are responsible for backing up and maintaining all files. BCN-TV is not responsible for archiving files and cannot return files after submission.

I certify that:

- I have read this document and agree to abide by its contents.
- I release BCN-TV and its staff from responsibility in the event that any program files or related material are damaged, lost, or stolen while in the custody of BCN-TV.
- I agree to adhere to the Patron Conduct Policy as posted in the library and at www.bethlehempubliibrary.org.

Producer:

Print Name _____

Signature _____

Date _____

Address _____

Phone _____

Email _____