



Salem Access Television
285 Derby Street - Salem, MA 01970
978-740-9432 - www.satvonline.org

Requirements for Import Programming

The following requirements are taken directly from the SATV Corporation Member/User Handbook.

VI. Programming

A. Program Content Rules

Any member/user of SATV who utilizes the access channels of SATV is fully responsible for the content of the program they have produced or sponsored. Any member/user wishing to air programming on SATV channels must fill out a Cablecast Request Form and any other appropriate releases and clearances as warranted. For import programming import producers and/or their sponsors are considered "users" of SATV.

1. Presentation of the following material on community access channels is prohibited:
 - a. Any program or material that is commercial in nature (or advertising.)
 - b. Any material which is intended to defraud the viewer or designed to obtain money by false or fraudulent pretenses, representations or promises.
 - c. All advertisements of (or information concerning) any lottery, gift enterprise or similar scheme offering prizes dependent, in whole or in part, upon; lot or chance, or any list of the prizes drawn or awarded by means of such a lottery.
 - d. Libelous or slanderous material.
 - e. Material that is obscene, according to local community standards, or is otherwise illegal.
2. Political programs of the following nature ARE ENCOURAGED:
 - a. Political presentations informative in nature in that they state who a candidate is and what a candidate represents and what are their specific ideas, issues, and policies.
 - b. Candidate forums and debates.
 - c. Presentations which describe a point of view of a person or organization on a given issues.
3. Problematic Programming:
 - a. SATV expects that the members/users will alert the staff if there is any question regarding content of the program, particularly if it may be problematic to younger viewers. SATV reserves the right to cable cast programming with excessively violent material, offensive language, nudity, or sexually explicit material after 10 PM. If a community viewer is offended by a controversial program. They will be asked to fill out a formal inquiry form. The original form will be kept on file at SATV and a copy will be given to the producer for his/her files. Continued complaints will result in the program in question airing in a later time slot.
 - b. SATV reserves the right to require a disclaimer on any program including, but not limited to, programs thought to be appropriate for adult audiences, problematic to younger viewers, or political programming.

4. Business programming is restricted to programs that have community value beyond the production itself. Programs are subject to approval by the director on a case by case basis for their community value. Business names can be mentioned during the program but display of addresses or telephone numbers is not permitted.

B. Programming Process

1. Programs must be presented to the SATV schedule no later than Tuesday evening to be placed on the schedule for the following week.
2. Members/users must fill out and sign an SATV program cablecast request form with every program submitted for cablecast, unless the program is part of an ongoing series.
3. For members under the age of 18 that want to submit programming to be seen on any SATV channel, they should have a legal guardian review the program and then a legal guardian must sign a cablecast form. This form is kept on file at SATV.
4. A **series program** is one that is produced on a regular basis at least one time per month. Failure to maintain production of a series program will result in loss of program time slot.
5. Series program producers must fill out a cable cast request form upon submitting the first program for cablecast.
6. SATV reserves the right to assign time slots for all programs and make changes to the schedule as needed. Members/Users may request a time slot, but final scheduling is at the discretion of SATV and may change without notice.
7. SATV retains the right to pre-empt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates / forums, or I-Net programming.
8. Programs must be recorded at SP mode. Programs recorded in EP or LP will not be accepted.
9. Programs must be properly labeled as described on Cablecast Request Form and meet all technical requirements for proper audio and video signal.

C. Additional Requirements for Import Programs

1. SATV will accept "Import Programming" (programs not produced at SATV by non-SATV members) but only if the program is sponsored by a resident of Salem, MA.
2. All important programs, either series or single edition, must be accompanied by a completed SATV Import Program Cablecast Request Form, including the name, address, and phone number of the sponsoring member.
3. The members/users are responsible for tape delivery to SATV. SATV will not mail tapes back to members/users. Members/users must arrange for pick up or provide SATV with a pre-posted envelope for tape return.
4. Programs must be delivered to SATV at least two days prior to scheduled airdate. Repeated lateness of tape delivery will result in loss of the program time slot.