



# TOWN OF OXFORD

## Cable Access

*Cable Access Department*  
4 Maple Rd.  
Oxford, MA 01540  
(508) 987-6038 ext. 1032  
[kolson@oxfordma.us](mailto:kolson@oxfordma.us)

### TOWN OF OXFORD PUBLIC ACCESS CHANNEL

#### POLICIES AND PROCEDURES

##### 1. DEFINITIONS

- a) **Producer:** A person or organization that is responsible for the creative elements of any community access television program televised by the Town of Oxford. Creative elements include decisions about programming content and the manner of presentation of the program's message, such as through the use of editing, graphics, and production effects.
- b) **Cablecasting:** The distribution of programming (exclusive of broadcast signals) over Charter Communications cable television system.
- c) **Public Access Channel:** An access channel available for non-commercial use, solely by the qualified residents in the franchise area on a first come, first served, non-discriminatory basis, and as opposed to Educational or Governmental Access channels which are not available for use by qualified members of the public.

##### 2. ELIGIBILITY TO BE AN OXFORD CABLE ACCESS PRODUCER

An eligible and qualified Oxford Cable Access Producer must meet one of the following requirements:

- a) Be a person at least 18 years of age and reside in Oxford, Massachusetts
- b) Be a not-for-profit corporation, organized and registered with the Secretary of the Commonwealth of Massachusetts, and have an office, chapter, or other presence in Oxford, Massachusetts.
- c) The Town of Oxford Cable Access is eligible to be a Producer of any community access programming.

##### 3. PUBLIC ACCESS CHANNEL RULES

- a) Residents, non-profit organizations, and local, state or federal agencies that operate within Oxford, Massachusetts may qualify to use the Public Access Channel. A request for use shall be made by filing an Application for Airtime; and is subject to the availability of air time on the Public Access Channel at the time and for the duration requested. A copy of current proof of residency must accompany the application to be processed (as evidenced by a driver's license, state ID card, utility bill, land line phone bill, tax bill, and/or non-profit tax-exempt document 501(c)(3). **Post office box address will not**



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**qualify.** Qualified applicants must be 18 years of age or older and must assume legal and programming responsibility for the submission by executing Oxford Cable Access's Application for Airtime.

- b) Access users are prohibited from representing themselves as employees or agents of the Town of Oxford during their programs or in any social or other media during the time their program(s) is/are being Cablecast, streamed or reproduced for public consumption.
- c) Advertisements or promotion of commercial products or services is prohibited on all Public Access Programming.
- d) No program or productions shall be Cablecast or permitted to be Cablecast on the Public Access Channel which involve directly, or indirectly any lottery information or which involves a lottery, raffle, gift, contest, or similar enterprise or scheme.
- e) No program, production, or presentation shall be Cablecast or permitted to be Cablecast on the Public Access Channel, which involves any obscene material or other unprotected speech.
- f) In the event Oxford Cable Access believes that a program submitted contains material prohibited pursuant to Federal, state or local laws, rules, or regulations Oxford Cable Access may notify the Applicant, who may edit such program so as to remove all such material and re-submit the program. **\*See footnote for FCC guidelines<sup>1</sup>**
- g) Oxford Cable Access will not edit any programming submitted.
- h) No access programming or promotional materials associated with the submitted access programming may assert, expressly or by implication, that the submitted access programming is sponsored by or associated with the Town of Oxford beyond simple notice that it is being presented on the Oxford Cable Access Public Channel. Non-local government Producers are prohibited from using the Town of Oxford official seal or Oxford Cable Access logo or name.
- i) The Producer is responsible for ensuring that all programming material meets the technical specifications of Oxford Cable Access.
- j) There may be technical problems or extenuating circumstances beyond the control of Oxford Cable Access that may cause or result in the cancellation or postponement of programs. The Producer will be provided with as much advance notice as possible.

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<sup>1</sup> \*Federal law provisions 47 U.S.C. §559 and 18 U.S.C. §1468(a) respectively bar the transmission of obscene material over a cable system and the knowing utterance or distribution of obscene matter by means of a cable television system or subscription service.



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- k) Oxford Cable Access is not responsible for programs damaged during playback or lost or damaged during storage.

### 4. PUBLIC ACCESS CHANNEL PERMITTED USES

Permitted usage includes the following:

- Locally produced video programming, which means any programming produced or provided by any local resident or any local, public, or not-for-profit agency that provides services to residents of Oxford, Massachusetts; or any transmission of a meeting or proceeding of any local, state, or federal governmental entity.
- Coverage of local non-profit events (e.g., parades, festivals, community events, etc.).
- Religious worship services.

### 5. PUBLIC ACCESS CHANNEL PROHIBITED USES

Prohibited uses include, but are not limited to, the following:

- Any material designated to promote the sale of products or services, including, but not limited to, advertising by or on behalf of an organization, business, trade, or profession for whose products and/or services a fee is charged.
- Promotion of private businesses, organizations, or corporations.
- Promotion, advocacy, or expression of support for or opposition to any political candidate, or any measure, proposition or bill pending before any local, state, or federal board, commission, committee, legislative body or electorate.
- Sale of products or services.
- Promotion of for-profit events & seminars (including, but not limited to movies, music releases, concerts, plays, art galleries, professional sports.)
- Any content aired through a third-party provider that does not have written copyright clearance (e.g., music, photo, voice, film, or video.)
- Sponsor location or contact information (e.g., address, phone, email, or website.)
- Call to action (e.g., "buy, try, consider, for more info call, best in town") or similar advertising claims.
- Sponsorship recognition is prohibited.
- Any material deemed by Oxford Cable Access to be obscene within the meaning of FCC guidelines or otherwise unprotected speech.



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### 6. PUBLIC ACCESS PROGRAMMING TECHNICAL SPECIFICATIONS

The following standards are required in order to communicate your program via our cable playback system:

- a) Program files must be submitted in either DVD, MPEG2, or MP4 format. Video must be in NTSC format.
- b) All programs must be timed by the Producer "from black to black" in the following format hour:minute:second – 00:00:00.
- c) Programs to be Cablecast must meet certain minimum technical as determined by the Oxford Cable Access staff. Programs having poor audio and video signal quality may be withheld from Cablecast at the staff's discretion.

### 7. SUBMISSION OF PROGRAMMING

- a) Programming will be submitted no later than 2 weeks prior to the desired airtime date as designated in the Application for Airtime.
- b) Producers may submit programming via email, flash drive, or DVD copy. Physical copies may be dropped off during normal business hours at 4 Maple Road, Oxford MA 01540.



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## APPLICATION FOR AIRTIME

[ ] New User (Include Application & Proof of Residence)  
 [ ] Existing User (Include Application & Proof of Residence)

Name of Applicant

### Program Title

Address (**No P.O. Box Numbers**) City/State/Zip Code

Phone Number

## E-Mail

Length (in minutes): \_\_\_\_\_ Single Program: [ ] Series: [ ]

Desired airtime Date:

### Brief description of program:

Applicant states that they have read Public Access operating rules, terms, and conditions governing cable access television use and agreed to abide by the terms and conditions contained herein. The Oxford Cable Access staff reserves the right to pre-empt or reschedule program and production time when necessary. Any fraudulent information on this application will cancel the processing of this request. Failure to abide by the Town of Oxford Public Access Channel Policies and Procedures may result in loss of privileges.

**Applicant's Signature**

Date

**CABLE ACCESS STAFF ONLY (DO NOT FILL OUT)**

[ ] Proof of Residence provided