

Standards of Content

The Rensselaer-TV Network strives to establish and maintain professional standards in program production, content, and television operations. All producers and content providers are expected to ensure that the content represents issues fairly, is accurate, and is produced in good taste. The Rensselaer-TV Network will adhere to all standing university policies. All content should comply with the following standards:

Ethical Standards

Materials submitted for distribution on the Rensselaer-TV Network should be of high ethical standards. Rensselaer-TV Network does not distribute obscene or indecent material which is patently offensive. Defamatory content made in a maliciously false context intended to ridicule or degrade persons, departments, programs, or entities will not be shown. The university prohibits the transmission of obscene materials over any portion of the system.

Editorial Standards

Materials submitted for distribution on the Rensselaer-TV Network should be of good quality. Content providers should review their materials for spelling and grammar before submitting them. The Rensselaer-TV Network does not distribute editorial statements. Efforts will be made to provide accurate, complete information, as well as balanced reporting. The Rensselaer-TV Network will not knowingly allow the presentation of abusive comments or text toward identifiable groups and/or individuals. Should it be established that a presentation of abusive comments has occurred; the Rensselaer-TV Network has the right to withhold distribution of that program

Copyright Material

There are many restrictions governing the use of copyright materials. If program providers are unsure of a rule regarding copyright material, they should consult the Director of IT Operations. No copyright materials may be used in programs aired on the Rensselaer-TV Network without appropriate written permission of the owner. All programming providers must submit a program submission form which includes provisions for video/film copyright clearances.

Indemnification

Producers must provide all releases, licenses, or other required permissions needed to ensure that the program will not violate any copyrights or personal rights. Providers must agree that the programming does not contain: any solicitation of funds or advertising; any material that is obscene, indecent, or an invasion of privacy; any material that is slanderous, libelous, or unlawful; any material previously obtained and produced that is copyrighted or subjected to ownership or royalty rights, without necessary releases, licenses, or other permissions.

Permission & License

Prior parental permission may be necessary when videotaping minors. Permission to videotape may also be necessary of speakers at sponsored events, in circumstances in which an individual's privacy may be violated, or when footage is shot on private property. It is the program provider's responsibility to acquire the necessary permission and licenses for materials to be shown on the Rensselaer-TV Network

Advertising

The Rensselaer-TV Network reserves the right to accept a limited number of promotional ads to air on The Rensselaer Bulletin Board, Rensselaer Movie Channel, Arts TV and WRPI TV only. No ads will be shown on Rensselaer Information Channel, Rensselaer Seminar Services, or the Folsom Channel. Only advertisements promoting events or offering services of interest to the faculty, students, or staff will be considered. Placement preference is given to recognized university departments and organizations. The Rensselaer-TV Network does not show or sell time for opinion pieces or Advertorials. Acceptance of promotional ads is subject to space availability and is at the discretion of the Rensselaer-TV Network administrators.

Underwriting

All video programming accepted for play on the Rensselaer-TV Network's university-operated channels must be noncommercial, containing no solicitation of funds or attempt to sell products or services. Programs may, however, contain sponsorship credits acknowledging support given to producers to develop their programs. Sponsors may be credited with an audio and/or video acknowledgment with the length of such acknowledgment not to exceed twenty seconds at the beginning and/or end of each program.

By submitting materials for air and signing this submission form I the undersigned agree to abide by the before mentioned policies.

 Signature

 Date

All forms and necessary materials should be delivered to Media Operations, DCC 140, at least two weeks prior to the event.

Video Tape / DVD Submission Form

Title: _____

Format: VHS SVHS DVD

Duration: _____

DVD Player: JBox1 JBox2 other

JBox Slot Number: _____

Channel Information

Requested Channel to Air On: _____

Requested Air Date(s): _____

Requested Air Time(s): _____

Sponsoring Organization

School/Department: _____

Departmental Contact: _____

Telephone: _____

Email: _____

Event Contact: _____

Telephone: _____

Email: _____

Tape Log

Start Time Code/Tape Time: _____

Black: _____

Program Start: _____

Program End: _____

Black: _____

Bars & Tone: _____

Time entries in log should be in HH:MM:SS. Entries are from the beginning of each segment, except Program End. Black should be used to Pad the beginning and end of the program. Whenever possible One Minute of Bars and Tone should be placed at the end of the last black segment.

Program Submission Form

Check the appropriate "Yes" or "No" for each of the following statements.

The programming identified does not contain:	Yes	No
Any Solicitation of funds or advertising.	<input type="checkbox"/>	<input type="checkbox"/>
Any material that is obscene, indecent, or an invasion of privacy.	<input type="checkbox"/>	<input type="checkbox"/>
Any material that is slanderous, libelous, or unlawful.	<input type="checkbox"/>	<input type="checkbox"/>
Any material previously obtained or produced that is copyrighted or subject to ownership or royalty rights, without the necessary releases, licenses, or other permissions.	<input type="checkbox"/>	<input type="checkbox"/>
Any videotaping of a minor(s) without prior written parental permission.	<input type="checkbox"/>	<input type="checkbox"/>
Any footage of private property without written permission.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to any of the previous statements please explain:

For Departmental Use Only:

RPI ARTv Media Release Form

TITLE OF WORK: _____

ARTIST: _____

A. MEDIA RELEASE AGREEMENT

The undersigned grant permissions for the above work for educational purposes to the Arts Department at RPI (including but not limited to cablecast on the ARTv Channel, webcasts, inclusion in tape, DVD and other compilations of student and faculty work), as long as it is for non-commercial purposes, effective as of the date of this agreement.

B. ASSENT TO ASSIGNMENT

This Form must be signed by the artist/ producer and must be received by ARTv before the work can be shown.

I hereby warrant that I am the sole owner/creator or authorized agent of the copyright owner(s).

Signature _____ **Print Name** _____

Title, if not Author _____ **Date** _____