

CAR25 – CITY OF RACINE & COMMUNITY CHANNEL Policies & Procedures for Public Use

Overview:

Public use of Cable Access Racine, channel 25 (CAR25) is made available for use as described in these policies and procedures. CAR 25 offers the access to make community announcements, show community television programs, and offer the opportunity for training in and/or use of television production equipment for the purpose of producing such programs.

CAR25 community access demands certain standards of production. With the intention of keeping restrictions to a minimum, these policies and procedures establish the standards for using CAR25. Acceptance and compliance with CAR25 policies and procedures is a requirement of participation, in the spirit of cooperation that makes CAR a useful communication opportunity.

Definitions:

- A. CAR25: a cable channel dedicated for use by tax-exempt organizations, persons or groups residing within the City of Racine on a first-come, first served basis.
- B. Racine Cable Television Commission “RCC”: the commission established by the Racine Common Council to advise the Common Council of matters relating to the cable television franchise agreement and related cable television items as directed by city ordinance.
- C. Local Resident Producer “LRP”: the person, group, organization, or other entity that presents a program for play on CAR25. The LRP may or may not create the idea for the program and manage its production of the program.
- D. Local Programming: Programming the clear majority of which is actively produced (not sponsored) by a Local Resident Producer.
- E. Advertising Material: any material in a program which, in the opinion of CAR25 staff, is clearly intended for the promotion or sale of commercial products or services, or the solicitation of donations, remuneration, or barter.
- E. Obscene, Indecent and/or Libelous or Slanderous Material: any material in a program and/or presentation that would be deemed obscene, indecent or libelous by local community standards or by standards established by any federal, state or local regulation or law applicable to cable television.
 - 1. Obscenity: the Supreme Court has defined obscenity as a work which, taken as a whole, appeals to the prurient interest in sex; which portrays sexual conduct in a patently offensive way, and which, taken as a whole, does not have serious literary, artistic, political, or scientific value.
 - 2. Indecency: in a 1992 policy statement, the Federal Communications Commission defined indecency as a language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs.
 - 3. Libel: Defamation by publishing or broadcasting that may expose its subject to public hatred, shame or disgrace.
- F. Cablecast: to send video and audio signals through a coaxial cable television system instead of traditional broadcast (over-the air) systems.

- G. Copyright: the exclusive legal right of publication, duplication, imitation, or sale of literary, musical or artistic work.
- H. Lottery/Raffle: any promotion, contest or other program that involves the elements of prize, chance and consideration, which is considered a lottery/raffle under applicable local, state or federal laws.

I. Who May Participate:

- A. ELIGIBILITY: CAR25 equipment and facilities are owned by the City of Racine and are reserved primarily for use by Racine City Staff and residents. Persons eligible to become an LRP and use CAR25 equipment and facilities include:
 - 1. City Residents: CAR25 is open primarily for residents of the City of Racine, and tax-exempt charitable groups organized in and serving the Time-Warner Racine viewing area. In order to use CAR equipment, or to produce or to provide programs to be shown on CAR25, residents must take the necessary training and meet other requirements as required by the Policies and Procedures.
 - 2. Non-City Residents: Individuals who live outside the City, but within the Racine Time-Warner viewing area limits, may use CAR25 by meeting the non-resident requirements including training, and the payment of required fees as stipulated in this policy.
 - 3. Non-Viewing Area: Individuals or groups from outside the viewing area may not use or participate in CAR25 without sponsorship as provided in this policy.
 - 4. GROUPS: Tax-exempt charitable groups may use CAR; but at least two members of the group must be City residents; and at least two group members including one person who will be designated as producer for the group must take the required training and fulfill requirements as stipulated in this document. Tax-exempt groups must present a copy of their federal Tax –exempt identification number for filing with CAR25.
- B. REQUIREMENTS: Production facilities and equipment will be made available to CAR25 LRP’s on a first-come, first served, without discrimination on the basis of age, sex, race, color, religion, disability, national origin, marital status, sexual orientation, familial status, or economic status, provided they meet the following criteria:
 - 1. Have successfully completed the necessary required courses and passed the evaluation given at the conclusion of the courses,
 - 2. Are registered as either a Volunteer, LRP, or Sponsor of non-local programming,
 - 3. Complete and submit the required relevant documents,
 - 4. Obey all the rules and regulations adopted by the Racine Common Council for use of CAR25 equipment and facilities.
- C. PURPOSE: Use of CAR25 equipment and facilities shall be for the purpose of preparing programs for cablecast on CAR25. Use of CAR25 equipment for personal use, financial remuneration or commercial purposes is prohibited.
- D. MINORS: CAR25 invites younger residents to learn community television production techniques, and welcomes their participation in the community access process. Access applicants who are at least 16 years of age but less than 18 years of age must have their parent or guardian co-sign all required documents. Applicants under the age of 16 must have documents co-signed by their parent or guardian, and be accompanied by a parent, guardian, or other adult who will accept responsibility for them; and the accompanying adult must also have completed the participation requirements. All co-signing parents or guardians are responsible for the actions of their child and for all costs that may be incurred as a result of damage to the facilities or equipment,

other than normal wear and tear.

E. PARTICIPATION:

Persons desiring to volunteer at CAR25, LRP's, or users of CAR25's equipment must take at least the basic orientation and provide for any required fees. Persons completing these requirements shall be considered members of CAR25 and are certified to produce programs. Those who wish to use CAR25 equipment must take additional training and pay any additional requisite fees.

II. Producing a Program:

A. SERIES PRIORITY: After attending and successfully completing the required training classes, access users may begin producing a program. CAR25 cablecast schedules are based upon series programming. Whenever possible, CAR25 encourages access users to produce programming on a regular basis; however, one-time or special programs are also accepted.

B. ASSISTANCE: LRP's are responsible for gathering their own volunteer crew and equipment in producing their program. CAR25 staff can assist with providing producers with the proper equipment and providing a list of potential volunteers, and may assist in other ways as their schedules permit.

C. Recording/Playback Media:

1. DVD disk is the preferred method of program playback medium. Local resident producers are responsible for providing their own DVDs for recording and playback. Final edit masters set for cablecasting can have only one program per DVD.
2. Programs may be submitted on S-VHS tape, or on high quality VHS; however, a transfer fee will be charged to dub original program materials to DVD, or VHS programs may receive a lower playback schedule priority.
3. Each program submitted for cablecast on CAR25 must include:
 - A completed CAR Cablecast Application and Agreement Form
 - Labels on both the DVD & an accompanying cover, including:
 - Name of the program
 - Name & phone number of producer
 - Exact total running time (TRT) of the program
 - Date program was completed

D. DUPLICATION: The submitted DVD or tape becomes the sole property of CAR 25.

1. A fee will be charged for copies of CAR programming. Such rates will be based upon charges incurred for media and dubbing costs.
2. Local resident producers may make one free dub of each program on a media they provide. If multiple dubs are requested they will be subject to normal dubbing costs.
3. CAR25 reserves the right to make copies of any programs submitted for cablecast on CAR 25. CAR25 has no obligation to notify a producer that a copy of a program was made.

E. SPONSORSHIP & UNDERWRITING:

1. Underwriter Acknowledgements: CAR25 Local Resident Producers (LRP) may solicit underwriting funds for documented production expenses. LRP or their crew may not receive financial remuneration in underwriting agreements. However, LRP may list acknowledgements of program sponsors in accordance with Public Broadcasting System (PBS) Guidelines. A total of 2:00 minutes will be allowed per program for underwriter acknowledgements. Before soliciting for any underwriting, LRP must present a written proposal to CAR25 for approval. When announcements for donations (money given without any direct connection to any programming) or underwriting for documented production expenses (mileage, food, production supplies, etc.) are made, they may include:
 - A trade name or brand name;

- CAR25 Logo, website and phone number;
 - Logos or slogans that are not of a promotional nature;
 - Value-neutral descriptions of a product line or service that aid in identifying the contributor;
 - Names or service listings that do not include qualitative or comparative language.
2. Non-Commercial: CAR25 Local Resident Producers are not allowed to promote the goods or services of any underwriter or donor. In order to avoid “promoting”, announcements made regarding entities who have furnished some consideration shall not include any:
- Mention of price: no interest rate, pricing information, discount, savings, or value of any kind may be included in acknowledging a contribution;
 - Call to action: any announcement regarding a company or person who furnishes remuneration to the public broadcaster may not suggest that the viewer take action—the listener cannot be encouraged to “call”, “come by”, “try”, or even “be sure” in relation to a product or service;
 - Inducements to buy: there shall be no effort to entice the viewer to make a purchase by offering bonuses, freebies, or other specials;
 - Qualitative or comparative language: this area prohibits descriptive or comparative language of a product or service. An announcement may not state or contend that, for example, something is “perfect”, “less filling”, or is the “largest”, “smallest”, or “most” anything.

F. Non-Locally Produced Programs:

1. Non-locally produced public access programs (programs produced outside the cable viewing area limits) may be cablecast on CAR 25 under the following conditions:
 - a. The program is sponsored by a legal resident of Racine who is a Local Resident Producer, and also meets all the technical requirements (see Section C, #3 above) and administrative requirements as provided in the Policies and Procedures.
 - b. The Local Resident Producer sponsoring the program completes all required forms.
 - c. The Local Resident Producer obtains all necessary rights to the program. These include all necessary literary, artistic, intellectual, performing, and music rights as well as all necessary clearances from the owners of licenses of such material. Local resident producers must be able to document, in writing, that the cablecasting of such material does not violate the rights of any third party.
2. Scheduling non-locally produced programming: (SEE SECTION V. PARAGRAPHS C & E)

III. Reserving Equipment and Facilities:

- A. CAR25 equipment and facilities are available to access users on a first-come, first-served, non-discriminatory basis for the purpose of producing a CAR program. Access users may request equipment by completing equipment reservation forms available at the CAR25 offices. All requests must be filed in person, and no reservations will be confirmed unless the forms are submitted and approved.
- B. LRPs shall assume full responsibility and liability for the use of equipment and production facilities and will be liable for any and all loss, damages, misuse or theft occurring while the equipment or facilities are in their possession or control, or between the times the equipment has been provided to the user until the equipment is returned. The user shall indemnify, defend and hold harmless CAR25, the City of Racine, its officers, departments, employees, agents, authorized volunteers, boards and commissions, and Time Warner Cable from and against any and all claims, damages, liabilities, penalties and costs of any nature (without limitation) including attorneys fees and disbursements, arising out of or resulting from any action or use by the user of the equipment or facilities herein described.
- C. CAR25 staff may refuse the use of equipment or facilities to any person who appears to be under the influence of alcohol or drugs, or otherwise appears not in full control of his or her faculties, or who engages in conduct which is abusive, indecent, or profane or otherwise tends to abuse or provoke a disturbance.

- D. Equipment reservations are non-transferable. The LRP making the reservation must be present at the time of checkout and check-in of equipment.
- E. The user or LRP shall promptly notify CAR25 of any cancellation of reservations.
- F. Reservation Limits: CAR25 may establish reservation limits on each piece of equipment.
- G. Abuse, damage or neglect to CAR25 equipment or facilities are grounds for suspension of access privileges, and possible other penalties. (see VIOLATIONS)

IV. Program Content:

- A. LRPs are fully responsible for the content of the programs that they produce. This responsibility includes libel, defamation, copyright, and any other legal accountability. Criminal prosecution and/or civil lawsuits can result from illegal use of community access. Applicants are responsible for insuring that programming submitted is not obscene, libelous or otherwise prohibited by law. CAR25 staff are neither qualified nor permitted to advise producers about the legality of questionable material.
- B. In accordance with the Free Speech protections of the First Amendment, CAR25 does not censor programs. Programming rules are not intended to exercise editorial control, but to maintain CAR25 as a fair and open forum for all local residents. Neither CAR25, the City of Racine, the RCC or Time Warner Cable accept any responsibility for the content of access programs, except those produced or sponsored by CAR25 staff. CAR25's response to individuals with complaints about access programming include the following potential actions:
 - 1. Allowing an appeal to the RCC (see "Appeals")
 - 2. Referring complainant to the City of Racine Attorney's Office (when the program is alleged to be obscene or otherwise illegal); or
 - 3. Advising the complainant of his or her rights to present opposing views in a "Response Program" that would also be cablecast on CAR25.
- C. Consistent with the concept that CAR25 is for non-commercial purposes only, the following commercial uses are prohibited on the channel:
 - 1. Any material designed, in the judgment of CAR25 Staff, to promote the sale of products, services, trade, business or person.
 - 2. Copyrighted materials.
 - 3. Lottery or lottery information.
 - 4. Direct or indirect solicitation of funds.
- D. Use of the CAR25 logo or name in any context is prohibited without the prior written consent of the CAR25 Staff.

V. Scheduling of Programs:

- A. All LRPs are required to complete a Cablecast Program Submission Form prior to submitting each program for the CAR25 cablecast schedule. All programming submitted and cleared for scheduling will be worked into the next available cablecast schedule.
- B. Community Producers submitting a one-time or special program for cablecast may request programming time using the Cablecast Application & Agreement Form. All programs submitted for cablecast on CAR25 will be run a minimum of one (1) time on the channel provided they meet minimum standards defined by this document. Any requests for additional replays of the program shall be submitted with subsequent Cablecast Application & Agreement Forms.

- C. CAR 25 staff is responsible for coordinating the scheduling of CAR25 programming. Scheduling will be available on a first-come, first-served basis maintaining the following priorities:
 - 1. CAR 25-produced programs or specials.
 - 2. Regular locally produced programming done by LRPs with local content.
 - 3. Regular locally produced programming without local content.
 - 4. Non-locally produced programming sponsored by LRPs.

- D. SERIES PROGRAMMING: In many situations access users are producing programs in a series. Once a LRP completes six (4) shows in a series, the LRP will qualify for an appropriate regular timeslot on the channel. Series scheduling will be performed by CAR25 staff with input from the LRP. LRPs will continue to hold this timeslot until any of the following occurs:
 - 1. The LRP ~~to~~ discontinues producing a program, demonstrated by failing to submit a new program for a period of three weeks following submittal of the last program.
 - 2. The LRP requests that the timeslot be changed to a different time (See Clearing of Boards below).

- E. CLEARING OF THE BOARDS: To ensure fair and equitable access for all access users, CAR25 staff may conduct a "Clearing of the Boards." This action clears the program schedule of all community-produced regular timeslots, and allows CAR25 staff to reschedule new or existing times on a lottery basis. Once scheduled, the new timeslots will remain until CAR25 staff conducts another "Clearing of the Boards". Series programming will be scheduled keeping the priorities listed in C above.

VI. Special Programming Considerations:

- A. GENERALLY OFFENSIVE PROGRAMMING: These guidelines are not intended to discourage free expression, but rather to achieve a balance between the First Amendment right to free speech and the cable subscriber's right to be protected from unwanted viewing of offensive material. CAR25 is a public forum, which provides first-come, first-served public access, and whose program schedule is managed by reasonable time, place and manner constraints. CAR25 policy is not to cablecast programs that are obscene under federal or Wisconsin law. CAR25 will cablecast programs that are identified as generally offensive under the following guidelines.

- B. Guidelines for determining "Generally Offensive" Content:

A program that contains any of the following will be considered to be "Generally offensive to some audiences." It will be cablecast with a viewer warning/disclaimer and in a "Late Night" slot between midnight and 4:00 a.m. LRPs' programs that must be run in a "Late Night" slot will forfeit all other regular weekly replay time(s) until the program is identified as not being a generally offensive program.

 - 1. Offensive language
 - a. Slang, vulgar or colloquial expression which refers, in the context in which it is used, to sexual intercourse, masturbation, anal or oral sexual contact, to human genitals, or to human elimination; or
 - b. Abusive language against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.

 - 2. Specified sexual activities
 - a. Human genitals in a state of sexual stimulation or arousal.
 - b. Acts of human masturbation, sexual intercourse or sodomy.
 - c. Fondling or other erotic touching of human genitals, pubic region, buttock or female breast.

 - 3. Specified anatomical areas
 - a. Less than completely and opaquely covered human genitals, pubic region, buttocks, female breasts below a point immediately above the top of the areola; and

- b. Human male genitals in a discernibly turgid state even if completely and opaquely covered.
4. Violence
 - a. Extreme acts of violence against actual people; or
 - b. Depictions of extreme violent acts in dramatic and/or poetic manners.
 5. Graphic images or depictions
 - a. Images or depictions of human or animal elimination and/or mutilation;
 - b. Images or depictions of graphic medical surgical procedures; or
 - c. Images or depictions abusive against men or women, ethnic groups, religious groups, sexual orientation, or persons with disabilities.

In addition to the foregoing factors, CAR25 staff also has the authority to determine classification as generally offensive based on items that may not be listed above. If a live program is intended for a general audience, and measures are taken to prevent indecent language to no avail, scheduling of replays as adult programs can be avoided by editing out vulgarities. If indecent language cannot be deleted, then the LRP must add a viewer disclaimer to the program and any subsequent replays will occur in "Late Night" time slots.

Disclosure of generally offensive content: Each LRP is responsible for certifying on the CAR25 Cablecast Application Agreement whether their programming contains any generally offensive material according to the above guidelines. Should any LRP fail to properly disclose the generally offensive nature of the program on the Cablecast Application Agreement, CAR25 has the right to suspend or terminate the LRP's privileges. Any suspension or termination of privileges will include both the LRP and all other persons associated with the production of the program.

VIEWER WARNING DISCLAIMERS: In programs that have been identified to include generally offensive material, LRPs shall include a viewer warning disclaimer that immediately follows the standard Local Resident Producer Disclaimer stating: "This program contains generally offensive material which may be disturbing to some viewers. Parental discretion is advised. The program content is the sole responsibility of the local resident producer and does not reflect the views or policies of CAR25, the City of Racine, the Racine Cable Television Commission or Time Warner Cable."

CAR25 retains the right to place a viewer warning disclaimer before any program. CAR25 disclaimers may include but not limited to the following:

- a. "The content and opinions presented in the following program are not necessarily those of CAR25, the City of Racine, or Time-Warner Cable."
- b. "This program is made available through the facilities of CAR25."
- c. "The following program is considered to be of mature theme; and, therefore, may be considered to be offensive to some viewers. CAR25 advises that viewer/parental discretion be exercised."
- d. "Some viewers may find the technical quality of some portions of the following program to be lacking, (etc.). CAR25 has chosen to telecast it because "

C. POLITICAL CANDIDATES: Political candidates can utilize the channel in the manner of other access users, provided they abide by the CAR25 Policies & Procedures. In addition, the RCC believes it is important that all candidates are aware of the options for using this channel. Therefore, the RCC advises all candidates for public office of the following information:

- D. Political candidates may appear on CAR25 programming by:
 - a. Appearing as a guest on a program.
 - b. Participating in a televised candidate forum.

- c. Producing and appearing on his or her own program.
 - d. Having a resident of Racine sponsor the candidate's taped program to be run on CAR25.
 - e. Candidates may appear on CAR25 programming up through the day before the election.
 - f. There are no limits on how often candidates may appear on programming.
 - g. Candidates and/or producers take full responsibility for their words or actions while appearing on a program-- CAR25, the City of Racine and Time Warner Cable shall not be liable for the content of any programs.
 - h. CAR25 is not required to provide equal time provisions, unlike broadcast television.
 - i. CAR25 programming consists of series and non-series programs. Series programs have a permanent timeslot and can drop a new program in at any time, while non-series programs need to be scheduled at least three weeks in advance.
 - j. CAR25 offers training classes on how to use community television throughout the year-- candidates should register for classes well in advance of the election.
1. CAR25 staff may, as their schedules permit, assist political candidates in the same manner they assist any LRP by:
 - a. Helping candidates find producers to include them as guests;
 - b. Training candidates and/or their supporters in becoming their own producers;
 - c. Scheduling programs to be cablecast on CAR25.
 2. CAR25 staff will not do the following:
 - a. Produce any programming for political candidates, campaigns or referenda, with the exception of candidate forums.
 - b. Provide special rebuttal time for candidates.
 - c. Make special scheduling changes to make room for a political rebuttal program two days prior to an election.
- E. TECHNICAL REQUIREMENTS: CAR25 may refuse any program which fails to meet the minimum technical standards. For example, the following conditions do not meet the technical standards:
- a. Video level improperly adjusted; picture too bright or dark, or inconsistent level.
 - b. Format in poor physical condition, or with excessive generational loss.
 - c. Picture too snowy or grainy, or unstable – frequent jumps or flickers; loss of control track, or time code stripped from the tape.
 - d. Audio with low or uneven levels, or with loud hum, buzz, background noise, etc.

VII. Violations of Rules or Conduct Standards

CAR25 privileges may be revoked for any of the following violations:

- a. Misuse or abuse of CAR25 equipment, whether it results in damage or not.
- b. Theft of, or vandalism to, property of CAR25, the City of Racine, other CAR25 producers, and/or visitors of CAR25 facilities.
- c. Failure to return equipment.
- d. Making a false or misleading statement on any CAR25 document, or orally to CAR25 staff.
- e. Use of equipment for commercial or profit-making purposes.
- f. Use of CAR25 equipment or facilities for any purpose other than production of a video program to be shown on CAR25, without the prior written approval of CAR25 staff.
- g. Removal of equipment from CAR25 facilities without the proper sign-out and/or permission of CAR25 staff.
- h. Use of equipment by a non-certified or probationary individual.
- i. Chronic or willful disregard of any CAR25 rules and regulations.
- j. Verbal or physical harassment of anyone while at CAR25 facilities or while operating CAR25 equipment.
- k. Persistent misuse of studio time.

Privileges may also be revoked for the following minor violations, particularly in case of repeated or multiple violations:

- a. Failure to return equipment on time or failure to cancel a reservation with 48 hours notice.
- b. Return of equipment improperly packaged, or in a condition which indicates careless or abusive use, even if the equipment still functions.
- c. Unsafe or improper use, or attempted disassembly or repair of CAR25 equipment.
- d. Smoking, eating or drinking alcohol beverages while at the CAR25 facility or while operating CAR25 equipment.

VII. Denial of Access Privileges/Appeals:

- A. VIOLATIONS: Non-compliance with CAR25 policies and procedures will not be tolerated. The following disciplinary steps will be taken for offenders:
 1. Upon a violation the access user will receive a written explanation of the violation with notice of immediate temporary suspension of their access privileges. The decision of CAR25 staff may be appealed to the RCC by filing a written appeal at least five days prior to a RCC meeting in order to be included on the RCC agenda. All documents to be presented by appellants must be filed with the appeal.
 2. The RCC will review the dispute/violation at its next meeting and give the appellant an opportunity to be heard in person or by counsel with respect to the appeal. If the RCC affirms the violation/Staff decision, the RCC may suspend the User's access privilege for a period up to one year.

VIII. COMMUNITY BULLETIN BOARD – Policies for Use

The electronic Bulletin Board's defined purpose is to present announcements of the City of Racine and announcements of special events, activities, or services of general public interest, by or for generally recognized tax-exempt groups of the Community. CAR25 Rules also apply to the Bulletin Board. However, groups requesting an announcement need not be members of CAR25.

CAR25 will attempt to meet submitting groups' design and wording requests, including at least one visual clip (logo, photo, etc.) submitted as a JPEG on a floppy disc or CD. Maximum length of content is established on the announcement submission form, and is generally no more than 75 characters, including spaces. Persons desiring an exact wording and arrangement for an announcement must submit an announcement submission form.

CAR25 will typically post announcements within three business days of their submission. CAR25 will run announcements up to 17 days before an event is to take place providing the announcement is submitted in advance of those days. Announcements of general or on-going nature, without a deadline or event date, will be run at discretion of CAR25 staff.

CAR25 reserves the right to freely edit any element of a Bulletin Board submission .. This includes, but is not limited to, content, wording, fonts, pictures or logos.

IX. SCHEDULE of FEES

The following Fees shall apply to the use of CAR25:

Membership:

- For City of Racine Residents:
 - \$40 per year including initial training
 - \$25 per year if previously trained and certified
- For Non-Residents:
 - \$50 per year including initial training
 - \$40 per year if previously trained and certified

- For tax-exempt community groups:
 - \$50 per year including initial training for 2 residents
 - \$40 per year if previously trained and certified

Membership fees are due on January 1 each year. Applicants who apply later than September 1 shall pay one-half the regular membership fees for the remainder of that year. Persons may earn membership fees by volunteering, at a rate of \$5 credit per volunteer hour worked.

Additional Training Costs:

- Basic Editing: \$10 City resident, \$20 Non-city resident.
- Advanced Editing: \$10 City resident, \$20 Non-city resident.
- Basic Camcorder: \$10 City resident, \$20 Non-city resident.
- Advanced Camcorder/Studio Production: \$10 City resident, \$20 Non-city resident.
- Certification Fee \$5 City resident, \$20 Non-city resident

Duplication Fees:

- Copies of non-copywrited programming including DVD or VHS media \$10
- Conversion of VHS to DVD, including DVD media \$15
- DVD or VHS Blank Media \$5
- Mini DV blank media \$8