

Community TV guidelines

Instruction and equipment

- Video equipment class registration and catalog listing is through St. Louis Park Schools Community Education program. Administration of the community TV department, channels, staff, equipment and facilities is done by the City of St. Louis Park.
- Reservation, checkout and use of video production equipment and facilities is limited to people who live, work or attend school in St. Louis Park, and are registered with the community TV office, having received verifiable training and demonstrated proficiency in equipment operation.
Staff and members affiliated with, and planning to produce for, a St. Louis Park-based organization and organizations whose client base is significantly composed of St. Louis Park residents may qualify.
- Reservation and use of equipment and facilities is handled by community TV staff and is subject to scheduling reflecting availability, prior project completion and eligibility. Terms and conditions of equipment checkout are specified on reservation/checkout forms.
- Production priorities are St. Louis Park topics, community TV projects and subjects of interest to eligible users.
- Community TV instruction/equipment guidelines have been established by the City of St. Louis Park.

Community TV channels programming

- Programs must be submitted by adults who complete a playback application form to go along with their video recording. If programs are submitted by a minor, the minor's parent/legal guardian must sign the form, acknowledging responsibility for compliance with community TV channels programming guidelines.
- Those who live, work or attend school in St. Louis Park are eligible to submit programs. Non-resident applicants must submit a non-resident eligibility form.
- Non-original programs must be submitted, in-person, at city hall to community TV staff, by appointment. Regular, original series programming may be submitted by the eligible producer, by arrangement with staff.
- Up to four titles, covering up to eight weeks of playback, may be submitted at one time.
- Programs are produced using community TV video equipment by those who live, work or attend school in St. Louis Park and are produced by community TV staff, or submitted by city staff for playback.
- When program module capacity is more than program playback applications, priority (in the following order) will be given to those applicants who live, work or attend school in St. Louis Park.
- Community TV's public service announcements (PSAs) between programs display St. Louis Park and state/county information that is edited by staff. PSAs may be submitted by eligible adults.

Video recording format requirements

Using an automated playback system, a program module consists of video server files scheduled by staff on channels 15 and 96.

- Video cassette tapes submitted for playback must be S-VHS or VHS cassettes, recorded at the two-hour (SP) mode.
 - Format: There must be at least 10 seconds of video black immediately prior to the start of the program, and one minute of video black at the end of the program.
 - Single programs, which start near the head of the tape, are preferred.
 - Tapes with a copy-protection signal or copy prohibition identification cannot be accepted.
 - All submitted tapes are copied to DVDRW for playback on community TV, or the DVD mpeg file copied to a video server for playback.

- Tapes must be labeled with the following typed or printed information:
 - Name of the program series, episode titles and numbers.
 - Audio format: channel of audio to be selected because of soundtrack/LTC/SAP or video inserts affecting HiFi audio track.
 - Program length: accurate total running time of the program.
- All tapes submitted must meet the following signal quality requirements:
 - Audio signal: no consecutive minutes of audio program exceeding two VU (volume units.) Generally, the program must not have a distorted audio signal, compared to the average audio signal quality of the other programs on the channels.
 - Video signal: The image must be stable. There must not be any periods of erased signal.
 - There must not be any periods of frame rolling beyond an edit point.
 - There must not be any frame tearing exceeding five percent of total running time.
 - Any tracking error must be correctable at a single setting.
 - Signal deficiencies: Tapes with poor signal quality may be refused for playback. The applicant may submit a better quality copy for playback.
 - Video tape quality: The tape must not shed oxide and/or clog the heads of the playback machines.
 - The tape must not have damaged sections (creases or splices) which cause more than 1/3 of the frame to be distorted.

Unformatted tapes may be declined, returned for formatting, or formatted as time allows. You may submit a maximum of five tapes.
- DVDs may be submitted.
 - DVDs must not have any adhesive label.
 - DVDs have a maximum of one title. Each title must have the program start within the first 10 seconds of the recording.
 - DVDs with any “pre-roll” of color bars and tone, slate or countdown are discouraged. Your program can only appear after this real-time pre-roll has finished and may require your program to end early at the 29- or 59-minute mark.
 - DVDs with format problems may be declined for playback. Your DVD must be in “autoplay” format, or have a simple title “root” menu, not an interactive title menu.
 - Maximum of five DVDs may be submitted.
 - Most DVDs will have their mpeg file used for playback on our video server.
- Our automated playback system displays screens of program descriptions and PSAs between programs. This information identifies the program that finished playing and the next program to appear. For this reason, a 60-minute program will have only the first 59 minutes played; a 30 minute will have only the first 29 minutes played.

Programming guidelines

- No lottery information, obscenity (by community standards), advertising/solicitation of funds or misinformation is allowed in community TV channels programming.
- A person submitting a program which contains graphic, objectionable and/or offensive segments, more suited to coincide with the cable operator's adult programming hours (10 p.m. – 4 a.m.) is responsible for informing community TV about such program content.
- All community TV channel programming is scheduled by staff, reflecting availability determined by staff. A video program not produced in St. Louis Park, or by the submitter, may be scheduled no more than twice in 12 months. Program series episodes may be scheduled no more than twice in two months.
- Applicants submitting programming to community TV accept responsibility for the program content and responsibility for real or perceived copyright violations. All submitted programs shall have public contact info, which ParkTV includes in the program description.
- Applicants who arrange for a scheduled program time or program series time, must supply the program recording(s) prior to the first day of the program module it is scheduled. Currently, program modules start at 7 p.m. on Tuesdays and Fridays.

- Applicants are responsible for timely distribution and pickup of video recordings, and community TV will incur no expense in these matters.
- A person submitting programming agrees to comply with community TV's guidelines. Failure to comply may result in loss of scheduled program time on the channels and/or equipment/facility user opportunities.
- Community TV equipment will be used for production of programs for playback on community TV and not for profit-making or revenue-generating functions.
- Cable TV channels are simultaneously streamed as internet video channels on www.parktv.org and www.stlouispark.org. Eligible adults submitting programs affirm that these additional playbacks do not conflict with any program copyright restrictions.
- The guidelines for community TV channels operation are approved by the City of St. Louis Park, MN.

Contact

John McHugh
952.924.2528

jmchugh@stlouispark.org