

ARLINGTON INDEPENDENT MEDIA PRODUCER HANDBOOK

Arlington Independent Media (AIM) promotes and facilitates free speech by providing access to established and emerging media.

The organization was incorporated in 1982 as Arlington Community Access Corporation. The Corporation is organized and operated to provide the following services:

- 1) To provide training in media production and provide access to media production equipment.
- 2) To produce, and to encourage the community to produce, content for the Arlington County public access TV channels, LPFM radio station, as well as internet based distribution platforms.
- 3) To stimulate and promote use of the public access TV channels, LPFM radio station, and internet based distribution platforms and foster broad based participation in such use.
- 4) To develop and administer appropriate regulations governing the use of the organization's distribution channels and production facilities.

The production facilities, production equipment, and channels will be scheduled on a nondiscriminatory basis within time slots established by Arlington Independent Media. To achieve maximum utilization by all persons desiring access to the channels and production facilities the following rules and procedures for the operation of Arlington Independent Media shall apply.

CLASSIFICATIONS OF MEMBERS

AIM is a membership organization. There are two classifications of Arlington Independent Media members:

- 1) **Voting Member**. A voting member is any dues paying Arlington County resident or sole designate of an organization, corporation, partnership, or other legal entity having a place of business in Arlington County.

Voting member privileges are as follows:

- a) The right to vote in the election of members to the Arlington Independent Media Board of Directors and the right to vote on all matters placed before the voting membership of Arlington Independent Media.
- b) Attend Arlington Independent Media production workshops
- c) With proper certification, use of AIM production equipment and facilities available for access use.
- d) Right to submit programming for airing on the public access TV channel and to apply for a show on the LPFM radio station.
- e) Invitations to all AIM member events.

CLASSIFICATIONS OF MEMBERS (cont.)

Residents of Arlington County may be asked to prove residency by presenting one of the following documents: a driver's license, gas bill, electric bill, water bill, personal property tax assessment, or other legal document bearing the name and address of the Arlington County resident.

A sole designate must provide a dated letter on the letterhead of the sponsoring entity substantiating sponsorship. Sponsorship letters must be renewed annually by the sponsoring entity and must contain a name and telephone number of a contact person within the entity for verification purposes.

- 2) ***Non-resident Members.*** Non-residents of Arlington County may also be members Arlington Independent Media by paying annual dues of \$25.00. Non-residents members are not entitled to vote in the election of members of the Arlington Independent Media Board of Directors and do not vote on matters placed before the voting membership.

Non-resident members may not submit programming for airing on the public access channels unless that programming was created using AIM equipment and/or facilities.

Non-resident member privileges are as follows:

- a) Attend Arlington Independent Media production workshops.
- b) With proper certification, use of the AIM production equipment and facilities available for access use.
- d) Right to submit programming for airing on the public access TV channel and to apply for a show on the LPFM radio station.
- c) Invitations to all AIM member events.

Scheduling of the facilities, equipment, and channel for non-residents is dependent upon availability. During times of high use, voting members of the Corporation will be given priority. Therefore, Arlington Independent Media reserves the right to limit non-resident use of the facility, equipment and channel.

Access producers under 18 years of age must have an adult co-sign all Arlington Independent Media forms and agreements. The adult co-signer is financially and legally responsible for any damage done to Arlington Independent Media equipment and facilities by the minor.

PRODUCER RESPONSIBILITIES

- 1) The producer assumes full responsibility during use for the care and condition of Arlington Independent Media equipment and facilities. The producer agrees to pay the cost of any repair or replacement of equipment or materials damaged due to negligence, misuse, or theft while such equipment or facilities are in the possession or control of the producer.
- 2) The access producer assumes full responsibility for the content of programming submitted for cablecast on the public access channel. Programming on AIM-TV must not contain:
 - a) Obscene or indecent material as defined by Title 18.2, Chapter 8, Article 5 of the Code of Virginia or of Chapter 56 of the Code of Arlington County.
 - b) Advertising material promoting the sale of commercial products or services.
 - c) Material which violates any local, state, or federal law.
 - d) Material which contains lottery or other game-of-chance information.

Additional regulation and prohibitions are in place for broadcast radio and are part of the WERA policies.

- 3) The producer is responsible for obtaining all approvals, clearances, releases, and authorizations from broadcast stations, networks, sponsors, music licensing organizations, performers, representatives, copyright holders, and without limitation from the foregoing, any person whose consent may be necessary to transmit program material over the access channel.
- 4) The producer must agree to indemnify and hold Arlington Independent Media harmless from any and all liability or claims arising out of any use of program material that is supplied by the access producer for cablecast, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity right, non-compliance with applicable laws and unauthorized use of copyrighted material. The access producer may be criminally or civilly libel for producing such material for cablecast on the public access channel.
- 5) All use of AIM equipment or facilities must be primarily intended for the production of programming for the channel. Ultimately, the producer will have full rights to any of their content created using AIM equipment or facilities. However, these rights come into existence upon the broadcast of the material on AIM's channel, or 60 days after submitting content for broadcast (whichever comes first). The right to commercially distribute or otherwise monetize the program is allowed only for AIM producers who have been a member of the corporation in good standing for at least one year, who have attended and completed the certification workshops for the equipment and facilities to be used, and who have volunteered on other AIM member productions for at least twenty-five hours. Those programs produced by members who don't meet the above criteria may not be sold or otherwise monetized.

Members may NOT use AIM equipment or facilities, obtained at public access rates, for work for hire.

The access producer gives Arlington Independent Media the right to copy any program submitted for distribution on the cable channel or website for archival, promotional, or other reasons that further the mission of the corporation. AIM will not sell the program to third parties without the permission of the producer.

ACCESS PRODUCER RESPONSIBILITIES (continued)

- 6) The access producer may seek sponsorship for their program(s). Sponsorships may take the form of in-kind donations of products or services or cash contributions to help offset the cost of production. In exchange for this support the business may receive a no longer than 30 second tag at both the beginning and end of the program. The tag may include the name, address, telephone number and logo of the business or organization, along with a voice-over reading the same information. The credit may not contain any moving video or mention any specific products, services, charges or contain commercial call to action. Sponsorship contributions may be used to offset the costs of production only and may not provide a salary for the producer.

REGULATION OF OPERATION

- 1) Arlington Independent Media reserves the right to refuse use of the access facilities and equipment to any person under the influence of alcohol, illegal drugs, or otherwise not in full control of his/her senses.
- 2) The Board of Directors of Arlington Independent Media reserves to itself and its Executive Director the right to waive any self-imposed regulation of operation when such waiver is judged to be in the public interest. Written records of such waivers are to be kept by the Executive Director.

RESOLUTION OF DISPUTE

- 1) Privileges, certification, and membership may be revoked by Arlington Independent Media for the following reasons:
 - a) Non-payment of dues.
 - b) Failure to behave on premises, e.g., consumption or under the influence of alcohol or illegal drugs; any type of sexually harassing behavior; abusive or discriminatory behavior toward anyone due to gender, race, religion, creed, political affiliation, gender identity, sexual orientation, ethnicity, or nationality.
 - c) Failure to comply with access rules of operation.
 - d) Failure to fulfill access producer responsibilities.
 - e) Negligent handling of facilities or equipment.
 - f) Making false or misleading statements on any Arlington Independent Media form or document.
 - g) Impermissible use of equipment and facilities or the use of equipment and facilities which violates any local, state, or federal law.
- 2) When disputes with the decisions or rulings of Arlington Independent Media staff occur they will be resolved in the following manner:
 - a) The complainant will place the grievance in writing and schedule an appointment with the Executive Director of the Corporation to discuss the matter. Such discussion will occur within two weeks of the date of the dispute. The Executive Director will communicate a decision in writing to the complainant within one week of the meeting.

RESOLUTION OF DISPUTE (continued)

- b) If the complainant finds the decision of the Executive Director unacceptable, s/he may file a written appeal with the President of the Arlington Independent Media Board of Directors. The president will schedule a meeting with the complainant in the presence of the Executive Director. The President will communicate a decision in writing to the complainant within one week of the meeting.
- c) If the dispute is still not resolved to the satisfaction of the complainant, the President will convene a hearing of a five-member panel no later than three weeks after a written request is received. The panel shall be comprised of one director and two access producers selected by the President and two access producers or directors selected by the complainant. The panel will make a decision within one week of the hearing. The decision will be communicated to the complainant in writing. The decision of the panel will be final.

PROGRAMMING AIM-TV

Voting members and sole designate representatives of corporations, partnerships, or other legal entities having a place of business in Arlington County may submit programming for cablecast on the public access channels. Non-resident members may submit programs produced using AIM equipment and/or facilities for cablecast on the public access channels. The corporation reserves the right to schedule programming produced by the corporation or programming procured from outside sources by the corporation.

- 1) In applying for channel time, an applicant must:
 - a) Request time on the access channels four to six weeks prior to targeted cablecast premiere to allow for promotion of the program.
 - b) Deliver files to Arlington Independent Media at least one week prior to the first scheduled cablecast. Exceptions will be made for live productions and planned news
 - c) Submit with the program a completed **Channel Use Agreement** Form. Every program must be accompanied by a Channel Use Agreement Form. Programs will not be cablecast under any circumstances until a form is obtained.
 - d) Applicant will be notified of initial air dates as early as possible prior to the first scheduled cablecast of the program.
- 2) All programs must:
 - a) Be submitted as an ingested .mov on the Tightrope Playback Server. Programs can be ingested from DVD or digital file. Ingested files must use AIM file naming conventions.
 - b) Have acceptable video levels throughout and consistent audio levels.
 - c) Be clearly identifiable, complete with opening and closing credits.

PROGRAMMING AIM-TV (continued)

- 3) Programs created using AIM equipment or facilities must contain the following tag line:

“This program produced through the facilities of Arlington Independent Media”

SCHEDULING OF CHANNELS 69 & 38

Times and dates of cablecast for the public access channels will be determined according to availability within the programming schedule which consists of predetermined hours of playback. Programming will be classified and scheduled on the channel in the following manner:

- 1) Series programs are defined as programs that are consistent in length and content and are identifiable by a single series title. In order to be considered a series, an access producer must submit at least eight programs within a twelve-month period. The programs may be either produced through the facilities of Arlington Independent Media or may have been produced at an outside facility. The access producer is fully responsible for the content and disposition of series including delivery of the program at least one week in advance of its first cablecast. A series program will be assigned regular playback times based on the following schedule:
 - a) Weekly series will be scheduled for at least one cablecast on a weekly basis and repeated twice within the week if the topic and channel availability permit.
 - b) Bi-weekly series will be scheduled for at least one cablecast on a weekly basis and repeated once within the week if the topic and channel availability permit.
 - c) Monthly series will be scheduled for at least one cablecast on a weekly basis and repeated once within the week if the topic and channel availability permit.

An access producer may lose his/her series program status and programming slots for any of the following reasons:

- a) Missing three program delivery dates within a four-month period.
- b) Rejection of three programs due to technical errors within a four-month period.
- c) Inclusion of impermissible material in a series program.
- d) Failure to renew the Series Agreement Form by its due date.

SCHEDULING OF CHANNELS 69 & 38 (continued)

Loss of series status, however, does not prohibit the access producer from submitting programs on an individual basis.

- 2) Individual programs are defined as programs that are submitted on a one time or sporadic basis. An access producer may schedule an individual program by completing a Channel Use Agreement Form and submitting the completed program and form. Individual programs will receive at least four cablecast times during the 30 days following submission and will be repeated at later dates as the topic and schedule permits.

For publicity and promotion purposes, the access producer agrees to provide a written description of the series or individual program. The access producer will also allow Arlington Independent Media to extract portions of the programming to include in promotional video spots.

TRAINING

In order to reserve and utilize the equipment and production facilities of Arlington Independent Media, a producer must be certified to use requested equipment by successfully completing the appropriate training.

The following workshops are offered to facilitate certification:

1) *Orientation*

Held weekly, these one-hour sessions are designed to acquaint interested individuals with the services and facilities of Arlington Independent Media.

1 - one hour session

Free of charge, no advance registration required

2) *Introduction to Community Media*

This workshop provides a basic introduction to community media and the history of Arlington Independent Media, as well as an overview of AIM's operating procedures, rules and regulations. This workshop is a pre-requisite for all AIM workshops or waiver exams.

1 - three hour session

Course Fee: **\$20.00**

3) *Field Production*

This six-week workshop covers the basic principles and techniques of field production, including basic video technology, pre-production planning, scripting, as well as field shooting, lighting and audio.

6 – three-hour sessions

Course Fee: **\$90.00**

TRAINING (continued)

4) *Studio Production*

This six-week workshop provides instruction in the procedures and operation of AIM's three-camera television production studio including hands-on training in the use of studio and control room equipment including cameras, switcher, character generator, studio audio, and lighting equipment. In addition, production planning and staffing will be covered.

6 – three-hour sessions
Course Fee: **\$90.00**

5) *Mobile Flypack (mobile studio)*

This three-week workshop provides instruction in the procedures and operations of AIM's mobile production Flypack including power cable handling, camera assembly and operation, audio connections and operation, character generation and more. Pre-production planning will be stressed. **Field production is a pre-requisite for this workshop.**

3 - three hour sessions
Course Fee: **\$80.00**

6) *Basic Editing*

The Basic Editing workshop is intended to provide a firm grasp of the digital editing process. Students are taught editing styles and theories, technical standards, and basic video production work flow concepts.

2 – three-hour sessions
Course Fee: **\$80.00**

7) *Premiere Pro Editing*

This three-week workshop is an in-depth introduction to the techniques of nonlinear editing on the Premiere Pro CC platform. The class covers the basics of creating a sequence on Premiere, including inputting source footage, assembling and trimming sequences, editing audio, creating titles, and outputting a finished program.

3 – three-hour sessions
Course Fee: **\$240.00**

8) *Location Audio*

This two-day course will cover basic concepts and best practices for recording superior audio in the field. Microphone selection and technique, field mixers, recording devices, monitoring, and common audio problems are among the topics covered in this fast-paced course. Successful completion of this course is necessary to reserve or use AIM's field audio package. Introduction to Community Media and Field Production are prerequisites for this class.

2 – three-hour sessions
Course Fee: \$80.00

TRAINING (continued)

9) Basic Audio Recording

This workshop covers the fundamentals of audio production, including sound theory, signal flow, microphone types, and workflow. Under specialized guidance, members will learn to operate the necessary equipment for recording of basic content. Upon completion, members are certified to reserve, operate, and volunteer in the AIM audio project suite. Introduction to Community Media is a prerequisite for this class.

3 – three-hour sessions
Course Fee: \$90.00

10) Pro Tools Editing

This workshop covers the basics of audio editing on the Pro Tools platform. Project workflow and navigation, edit modes, inserts, metering techniques, importing clips, mixing and exporting audio files are among the areas covered in this fast paced class.

2 – three-hour sessions
Course Fee: \$80.00

11) On-Air Radio Broadcast

This three-week course explores the function and operation of the WERA-LP radio broadcast booth. Basic signal flow, microphone use, operating audio sources, transitioning, and production workflow are among the areas covered in this fast paced class. This workshop is required to produce or engineer a program in the WERA Radio booth. Introduction to Community Media is a prerequisite for this class

3 – three-hour sessions
Course Fee: \$90.00

12) Master of Independent Media Program

The Master of Independent Media (MIM) program is designed for individuals who wish to develop professional-level technical skills as well as a comprehensive understanding of media literacy, writing and production management that extends beyond the technical.

Through highly interactive, hands-on classes, students learn the production techniques of the professionals. Specialized instructors, drawn from the finest of the D.C. area media arts community, work with students as they explore the many facets of media production. Workshops in **Digital Still Photography, Location Lighting, Photoshop, Advanced Camera Technique, WordPress** as well as **Screenwriting, Directing Narrative, Marketing Media Projects, Documentary Production and Advanced Audio Production** offer students an opportunity to learn advanced media technology and production techniques and to develop an in-depth understanding of the language of mass media.

TRAINING (continued)**WORKSHOP REGISTRATION**

- 1) Students will be enrolled in workshops in the order in which their registration and fees are received by Arlington Independent Media. Enrollment can be done in person, by telephone or on line.
- 2) Maximum enrollment for each workshop is as follows:

a) Introduction	12 participants
b) Field	8 participants
c) Studio	12 participants
d) Flypack	6 participants
e) Editing	6 participants
f) Basic Audio Production	6 participants
g) On-Air Broadcast	6 participants
h) Location Audio	6 participants
i) Pro Tools Editing	4 participants

Maximum enrollment for master and special workshops will be determined by topic.

- 3) If an insufficient number of students are enrolled in a workshop, or if for any other reason a workshop is canceled, those registered will be notified as soon as possible. Students will either be placed in another workshop or they may request reimbursement of registration fees.
- 4) Members may withdraw from a workshop up to 72 hours prior to the beginning of the first workshop session, and receive a refund for the registration fee. Withdraw with less than 72 hours notice will not be eligible for a refund, except in the case of emergency or extenuating circumstance as determined by management.
- 5) Members may withdraw or transfer from a workshop up to 24 hours prior to the beginning of the first workshop session, and receive a credit for the workshop fee. Withdraw with less than 24 hours notice will not be eligible for credit except in the case of emergency or extenuating circumstance as determined by management.

Requests for refunds should be made in writing to the organization's Director of Community Programs.

CERTIFICATION REQUIREMENTS

In order to be certified to use Arlington Independent Media production equipment, the member must successfully complete the appropriate workshop. A student may miss no more than one session of any workshop and the student must arrange with the training coordinator or their instructor to make up the missed session. Participants MAY NOT miss the first session of any workshop.

- 1) A student may be certified to use Arlington Independent Media field production equipment after completion of the following requirements:
 - a) Completion of all workshop sessions.
 - b) Pre-production and production (with other class members) of a short production under the supervision of workshop instructor.
 - c) Unassisted set-up and breakdown of field production equipment.

- 2) A student may be certified to use Arlington Independent Media studio and control room equipment after completion of the following requirements:
 - a) Completion of all workshop sessions.
 - b) Participation (with other class members) in full studio production under the supervision of workshop instructor.
 - b) Serving as a crew member on two productions, as assigned by production staff.

- 3) A student may be certified to use the editing facilities after completion of the following requirements:
 - a) Completion of all workshop sessions.
 - b) Successful completion of three editing labs, as assigned by instructor.

- 4) A student may be certified to use the audio project room after completion of the following requirements:
 - a) Completion of all workshop sessions.
 - b) Successful completion of two production labs, as assigned by instructor.

WAIVER EXAMINATIONS

Waiver examinations will be given to access producers upon request. Waiver examinations cost the same amount as comparable Arlington Independent Media workshops. Fees for waiver examinations must be paid at the time exam. If the access producer fails the waiver examination, the waiver examination fee may be applied to class enrollment but is not refundable.

- 1) An individual may be certified to use the field production equipment and post-production (editing) facilities without attending the workshops by completing the following requirements:
 - a) Payment of all fees associated waiver examination.
 - b) Pass a written examination.

WAIVER EXAMINATIONS (cont.)

- c) Attend at least one prearranged practice session where specific equipment or software instruction will be given.
 - d) Unassisted set-up and break-down of field production equipment.
- 2) An individual may be certified to use the studio and control room equipment without attending the workshops by completing the following requirements:
- a) Payment of all fees associated with waiver examination.
 - b) Pass a written examination.
 - c) Attend at least one prearranged practice session where specific equipment or software instruction will be given.
 - d) Serve as a crew member on at least three productions, as assigned by training coordinator.
- 3) An individual may be certified to use editing facilities without attending the workshops by completing the following requirements:
- a) Payment of all fees associated with the waiver examination.
 - b) Pass a written examination.
 - c) Successful completion of three editing labs, as assigned by production staff.
- 4) There is no waiver examination for mobile flypack use.

SCHEDULING AND USE OF EQUIPMENT AND FACILITIES

- 1) Any access producer may request and use the equipment and facilities provided that:
- a) The dues of the access producer are current.
 - b) The access producer is certified to operate the requested equipment.
 - c) The requested use is for the production of programming primarily intended for cablecast on the public access channels.
 - d) For each program-in-production, the access producer has a completed Program Information Form on file. Program Information Form must be on file for at least 48 hours before requested equipment use.
- 2) An access producer may schedule the facility and equipment within the following established time blocks:

SCHEDULING AND USE OF EQUIPMENT AND FACILITIES (continued)

Field Equipment

Monday – Friday	
Session 1	
Equipment can be checked out starting at:	9:00AM
Equipment has to be checked in by:	5:00PM*
Session 2	
Equipment can be checked out starting at:	5:30PM
Equipment has to be checked in by:	10PM* (or by the facility opening time the following morning)

Saturday – Sunday	
Session 1	
Equipment can be checked out starting at:	10:00AM
Equipment has to be checked in by:	5:30PM*
Session 2	
Equipment can be checked out starting at:	6:00PM
Equipment has to be checked in by:	8PM* (or by the facility opening time the following morning)

*This represents the deadline for equipment to be fully checked-in by AIM staff. Therefore, please arrive for check-in with enough time for the process to be completed by the time specified.

Studio/Editing Equipment

Monday – Friday	
Session 1	9:30AM – 12:00PM
Session 2	12:00PM – 2:30PM
Session 3	2:30PM – 5:00PM
Session 4	5:00PM – 7:30PM
Session 5	7:30PM – 10:00PM

Saturday – Sunday	
Session 1	10:00PM – 12:30PM
Session 2	12:30PM – 3:00PM
Session 3	3:00PM – 5:30PM
Session 4	5:30PM – 8:00PM

- 3) The facility schedules are kept in a reservation book or computer system equivalent. Staff must confirm all equipment reservations. Reservation slots are added to the scheduling system, by complete months, on the first day of the preceding month, e.g., March reservations are available on February 1, and April reservations are available on March 1, May reservations are available on April 1. Scheduling begins with the opening of business on the first day of the month.
- 4) Reservations may be made in person or by telephone. Scheduling requests may not be made by mail, e-mail, fax or other means. When a request for scheduling is made, the staff person will check on the availability of the equipment, verify certification of the access producer and the proper filing of a Program Information Form. When scheduling AIM equipment or facilities, the access producer should be ready to provide the following information:
 - a) Title of the program in production.
 - b) Names of certified volunteers operating equipment.
 - c) Telephone number for the producer.

SCHEDULING AND USE OF EQUIPMENT AND FACILITIES (continued)

- 5) An access producer wishing to cancel a reservation for equipment or facilities must notify Arlington Independent Media at least 24 hours in advance of the reserved time block. Any access producer who cancels a reservation without proper notice, or does not keep his/her reservation, will be charged the full amount for the time block reserved. Credit hours may not be used to pay for late cancellations or no-shows.

- 6) The following rules apply to the use of the field equipment:
 - a) The access producer must personally pick up the reserved equipment during pre-determined check-out times.
 - b) The access producer should set-up and verify the proper working order of the field equipment before signing the checkout form.
 - c) The access producer must sign the check-out form, assuming full responsibility for each item listed before taking equipment from the premises.
 - d) The access producer must pay the required equipment rental fees at the time of check-out. Equipment will not be checked out to any access producer with outstanding rental fees or expired membership.
 - e) The access producer must personally return the equipment during pre-determined check-in times.
 - f) To ensure the safety of AIM equipment, a producer may not reserve more cameras than they have crew people to attend. All equipment must be attended. Upon request, access producer must provide names of certified crew members that will be operating AIM equipment.
 - g) At the time of return, the access producer must set up and verify the proper working order of the field equipment before signing the check-in form, noting any equipment damage, malfunction or loss.
 - h) Equipment must be returned on time. Late return of field equipment will result in fines or suspension of the equipment use privileges of the access producer based on the following schedule:
 - 1st offense - verbal warning.
 - 2nd offense - written warning and fine equal to one rental session.
 - 3rd offense - written warning and fine equal to three rental sessions.
 - 4th offense - written notification of suspension of privileges for a period of three months.

SCHEDULING AND USE OF EQUIPMENT AND FACILITIES (continued)

- 7) The following rules apply to the use of the editing and studio facilities:
- a) The access producer must personally sign in at the start of the scheduled session assuming responsibility for the facilities and equipment.
 - b) The access producer must pay the required facility or equipment fees at beginning of session. Equipment will not be checked out to any access producer with outstanding rental fees or expired membership.
 - c) The access producer must return the facilities and equipment to their original condition before signing out. Failure to return the facility to its original condition will result in fines and/or suspension of privileges based on the following schedule:
 - 1st offense - verbal warning
 - 2nd offense - written warning and fine equal to one rental session
 - 3rd offense - written warning and fine equal to three rental sessions
 - 4th offense - written notification of suspension of equipment privileges for a period of three months.
 - d) The access producer must sign out at the end of the session noting any equipment damage or malfunction.
- 8) Excessive use of Arlington Independent Media facilities and equipment not warranted by the description of the program-in-production on the Program Information Form will result in counseling by staff. If excessive use continues without program generation, the access producer's privileges will be suspended until related programming is provided.

CHARGES FOR USE OF FACILITIES AND EQUIPMENT

The following charges apply to facility and equipment use:

- | | | |
|----|----------------------------|------------------------------|
| 1) | Field Production Package - | \$20.00 per ½ day session |
| 2) | Editing Bay - | \$15.00 per 2.5 hour session |
| 3) | Studio or Audio Suite - | \$20.00 per 2.5 hour session |
| 4) | Mobile Flypack - | \$60.00 per ½ day session |
| 5) | Air Studio - | \$ 8.00 per hour |

Fees are subject to change.

VOLUNTEER PROGRAM

The Volunteer program was established to facilitate production by providing volunteer assistance to access producers and by defraying expense of access producer production. The following rules apply:

- 1) Volunteer hours may be earned on or off the premises of AIM for AIM member or staff productions.
- 2) A volunteer may earn volunteer hours for the following tasks: camera, directing, technical directing, floor directing, lighting, audio, character generation, editing, production assistance, dubbing, digitizing, talent, and AIM staff assigned duties.
- 3) A volunteer may not earn volunteer hours for work towards completion of their own program/series or any program/series where the volunteer is listed as a co-producer or for script writing, production meetings, rehearsals, or drive time. Series programs may not change producers in order to use and earn volunteer hours. A volunteer may not use his/her credit hours for any program for which the volunteer earns credit hours.
- 4) A list of active volunteers will be available for producers in order to find qualified certified production crew. The list will be updated bi-monthly. Volunteer information is also available for registered members on the AIM website.
- 5) Staff may not earn volunteer hours.
- 6) Staff on duty during production must verify all volunteer hours earned.

Credit hours for volunteer service will accrue and may be used in the following manner:

- 1) 4.5 credit hours are worth \$10.00 of AIM services, which are limited to rental of the studio, edit bay, and field equipment. Volunteer credit hours may not be used for the purchase of SD cards or other expendables, videotape duplication costs, class fees, mobile van rental, and AIM membership dues. Hours cannot be exchanged for money.
- 2) A volunteer may accumulate a maximum of 90 usable volunteer credit hours. A cumulative count of volunteer hours continues to accrue and is reported annually.
- 3) A volunteer may not trade or loan their volunteer hours. Individuals earn volunteer hours and only individuals may use their volunteer hours. A volunteer may not use his/her credit hours for any program for which the volunteer earns credit hours. An organization may not pool hours for the organization but individual volunteers may use the hours for the projects of the organization as long as the volunteer with the hours signs up for the time in advance and uses the production time.
- 4) A volunteer may not borrow against future hours to be worked. No negative balances of volunteer hours will be allowed.
- 5) The Membership Coordinator will be responsible for the tracking of volunteer hours.

VOLUNTEER PROGRAM (Continued)

- 6) A small cash co-payment is required when using volunteer hours. The following fee schedule applies:

One field session	= 5 volunteer hours + \$ 5.00 co-payment
One edit session	= 4 volunteer hours + \$ 2.00 co-payment
One studio session	= 5 volunteer hours + \$ 5.00 co-payment
One audio session	= 5 volunteer hours + \$ 5.00 co-payment
One flypack session	= 15 volunteer hours + \$15.00 co-payment
Air Studio/hr	= 2 volunteer hours + \$ 2.00 co-payment

Volunteer Code of Ethics

The following code of ethics exists for the volunteer program:

- 1) Volunteers are expected to follow the direction of the producer(s) for whom they are working except when those directions violate access rules and procedures, or might cause harm to persons or equipment.
- 2) Volunteers are expected to represent Arlington Independent Media in a dignified manner. Use of alcohol or illegal drugs while volunteering or being under the influence of alcohol or illegal drugs upon reporting for volunteer work will result in loss of volunteer status.
- 3) Volunteers may say they are "volunteers of AIM" but may never represent themselves as employees of the Corporation.