



Muscatine Community Television Access Center

MCC Community College - 152 Colorado Street - Muscatine - 288-6070

Operating Rules & Procedures

The Access Center exists to provide Muscatine residents and organizations with the tools and training needed to effectively communicate with one another through the use of television and other media.

1. Producers must participate in the Facilities Orientation and any relevant workshops prior to using the equipment.
2. You must read the Operating Rules & Procedures and sign the Producer's Agreement.
3. Programs produced with public access equipment MUST have their first time showing on MPW Public Access Channel Nine.
4. You are not allowed to take a copy of your finished program off of the premises until a master copy has been submitted the studio manager which follows submission guidelines (see below).
5. Producers must buy their own tape stock, however a tape will be provided for televised playback.
6. Producers are responsible for making a copy of their tapes. All requests for copies will be referred to the producer. You may use the facility's dubbing station to accomplish requests for copies.
7. Do not rewire or reconfigure any equipment without permission.
8. Return the studio and equipment to the condition it was in prior to your usage.

Tape Submission Guidelines

1. Program may be submitted as VHS, SVHS, DVD, or Mini-DV format.
2. All programs must deliver a clear and unbroken picture with audible audio levels that don't distort.
3. All programs must have at least 10 seconds of black at the head of the tape and 1 minute of black at the tail.
4. Tapes must be clearly labeled with program title, exact running time, date and producer's name.
5. All tapes must contain an end credit which identifies the first and last name of the producer as well as the following disclaimer:

Produced through the facilities of MPW Public Access and the MCC Video Department. The Producer of this program is solely responsible for the content and opinions expressed.

