

City of Richmond

Government Access Channel

Introduction

The goal of the government access channel for the City of Richmond, as well as electronic bulletin boards, and community bulletin boards located in municipally owned, operated and/or maintained facilities, is to provide the citizens of the City of Richmond with information about their government, community and quality of life.

Because this is a government channel, there is no legal requirement to broadcast any type of programming that is not government-sponsored. The City of Richmond is committed to programming that helps residents learn more about City programs, services, their neighbors and about important issues facing the area in general. The City's electronic bulletin boards and community bulletin boards serve the same purpose and objectives as the City's government access television channel.

The City of Richmond's Government Access Television is not a news gathering station nor is it an independent production house. This means that, with the exception of significant municipal events, staff do not cover community events. Municipal organizations or entities cover their own productions.

Rules and Regulations

General (Applies to all submissions)

All submissions are done by emailing channel12@richmond.ky.us. The subject of the email should be [Channel 12 Submission](#). Attach any images and/or video files related to the submission to the email.

Programs and/or billboards promoting specific political, commercial or religious topics, views, and/or entities shall not be permitted. Such organizations and activities approved or authorized by the City of Richmond shall include non-profit organizations, governmental events and activities, school related or school-sponsored events and activities and general non-party-specific political announcements.

Video programs, the electronic bulletin boards, and community bulletin boards will provide information to the citizens of the City of Richmond concerning the functions, activities, programs and issues of the City. The channel and boards are not intended to be used as a political forum

by an individual or group, nor as a mechanism for building exclusive support for a particular person, program or issue.

Programs and/or billboards must promote activities that take place within the Madison County corporate limits and/or are sponsored by Madison County based groups and organizations. Submittals from groups based outside of Madison County will not be considered.

The City of Richmond shall have the authority to determine the specific times for broadcast or rebroadcast, and shall also have the authority to determine the order in which material is televised. Programs shall not be broadcast during times dedicated to governmental broadcasts or rebroadcasts.

The City of Richmond shall establish the format in which the material is to be received. Any material not received in the established formats will not be considered.

With the exception of emergencies, determined by the City Manager's office, all material must be received at least five working days before the requested air date.

All material submitted must be in the proper format and include requested start and end dates as well as contact information. No program will be aired for more than 30 days at a time unless prior authorization has been made by the City Manager's office.

No program, production, presentation, or billboard shall include any material that violates any local, state, or national law.

The Government Access Channel shall not be used for any purpose other than the broadcast of governmental or educational programming, or programming deemed to be of community interest. Neither the equipment nor the services available through the City of Richmond are intended to be used for private or commercial gain, or in direct competition with local businesses which offer production services or video equipment rental to the public as their livelihood. Advertising of a for-profit business or enterprise, conducting or promoting of a lottery or other illegal enterprise, or offering of any product or service for sale on the Government Access Channel will be considered a violation of this policy. However, it is acceptable for a business or enterprise to "sponsor" or "underwrite" a program which meets the criteria established above, with the notation of the business or enterprise listed at the beginning and/or end of the program and/or billboard.

In the absence of any written agreement to the contrary, the City of Richmond will retain rights to submitted program material to use the program material in the public interest for repeat broadcasts, promotions, and archival purposes. All physical or digital material submitted remain the property of the City of Richmond. No material shall be aired that constitutes or contains copyrighted material without the specific written authorization of the holder of said copyright. In addition, prior to airing any program or billboard, the party submitting shall hold the city harmless from any and all liability in way related to the airing of any material including any and all penalties, damages and attorney's fees.

Periodic changes to these policies and specific rules may be made from time to time as required. The City of Richmond retains the right to refuse to air any program and/or billboard for any reason. Material submitted will not be returned.

Video Content

Non-governmental programs shall be limited to a thirty (30) minute maximum per group per day, with a maximum of two (2) hours per week, as playback time and capacity allows. The amount of capacity shall be determined by the system coordinator based on the governmental programming being aired in a given week. Available time, after deducting time being utilized for governmental broadcasting, shall be allocated equally among any nongovernmental approved programming meeting these guidelines up to the maximum air time provided for herein.

Programming shall comply with FCC rules regulating Cablecasting.

Programs must be submitted in the following format: MPEG2 video with AC2 audio. The City of Richmond government access channel is broadcast in Standard Definition (SDTV) 480i 4:3. This equates to a rough resolution of 720x480 pixels.

The City of Richmond reserves the right to reject content if the audio and/or video quality are not sufficient for airing on cable television.

Bulletin/Message Board Content

Non-governmental submissions are limited to one (1) request per seven (7) day period. Exceptions can be made but must have prior authorization from the City Manager's office.

If you wish to have an image displayed as a background or as the slide itself, it must be in in JPG format with dimensions of 720x540px. Be aware that some scaling and/or clipping may occur.

If submitting a text only request, a general purpose background will be chosen at the City of Richmond's discretion. No additional images will be accepted. A maximum of 8 lines of 48 characters each (including spaces) will be accepted. The City of Richmond reserves the right to edit content for length.