

Town of Colonie Government Cable TV Channel Policy

Mission

The Governmental/Educational Channel is operated by the staff of the William K. Sanford Town Library. The mission of the Channel is to provide residents with information on local government activities, issues, and services, as well as to serve as an educational channel regarding local issues and activities. Programming fulfilling the mission of the Channel shall be primarily informational in nature.

Priorities

In order to meet this mission, the Governmental/Educational Channel's activities will include the following prioritized programming and services:

1. Programs regarding Town of Colonie government services and issues.
2. Library produced programs with an educational element.
3. Outside Public Service Announcements judged to be of interest to Colonie residents.
4. Bulletin board information regarding important community events sponsored by the Town of Colonie or non-profit groups.

Written information submitted for inclusion in the bulletin board programming will be edited where necessary by staff to maximize the impact, clarity, and efficiency of the message. Selection and scheduling of bulletin board programming is based on available time and priority as judged by the priority list above, generally excluding events not related to Town services.

Referral to Cable Provider for Public Access

Any public requests for programming content which is deemed not suitable for programming by the Town of Colonie governmental channel may be referred to either the Cable Provider, which is the default administrator of the public access channel (Channel 18). As such, any denied programming can be submitted to cable Provider for consideration for playback on their system over the public access channel in accordance with the New York State Public Service Commission (PSC) rules and cable operator procedures. The proponent of such programming may send or hand deliver their program(s) to Time Warner Cable at 1021 High Bridge Road, Schenectady, New York 12203.

Retention of Programming

The Town of Colonie will retain a copy of cablecast video materials pursuant to the Town's record retention policy. The Town of Colonie will retain a copy of all programming it produces, or aids substantially in producing, or which must be retained, pursuant to applicable law. Nothing in the above is intended to excuse the Governmental Channel station manager, in this case the Library Director, program manager, or the Library Board of Trustees from the requirements of FOIL and New York State Record Retention Statutes.

Limitations

The facilities and resources of the Governmental Channel shall not be used for the following:

1. Any advertisements on behalf of a political candidate or ballot measure. Note: this does not preclude the production by Colonie Governmental Channel programming which includes the opportunity for all candidates for a particular elective post or proponents of all sides of an issue to appear in a fair and equitable fashion, e.g., Know Your Candidates.
2. No candidate for public office shall appear in programming within 30 days prior to an election in which they are running.

3. Any promotional material concerning products or services presented for the purpose of any solicitation of funds or items of value by other than government or non-profit groups.
4. Any programming which advocates a particular religious belief or beliefs

Scheduling

Scheduling the use of the Colonie Governmental Channel time shall be the sole responsibility of the Library Director or designee.

Appeals

Appeals for reconsideration of station manager decisions should be referred to the Library Board of Trustees or a Cable Appeals Committee, as appointed by the Library Board of Trustees, and shall be promptly considered by the Board or Committee within its guidelines.