

CCTV Rules and Procedures for Camera Checkouts

Your project and CCTV resources

CCTV equipment is available on a first-come, first-served basis to eligible certified producers. These resources are available for the sole purpose of producing PEG access programs that will play on CCTV.

When you are ready to work on a new project, fill out a **Project Form**. They're available at CCTV or on our website.

Once we have entered your project into our computer system you'll be able to make reservations for that project. You only need to submit one form to make all your equipment reservations for a single program or series. If you start a new program or series, submit a new proposal.

Reserving equipment

You can make reservations for single programs up to a month in advance. If you have a series program (one with an established time slot), you can make reservations 6 months in advance. You can make 4 camera reservations per month, at 24 hours per use. Weekend checkouts are from Saturday to Tuesday, and count as one use.

To make a reservation, call CCTV by phone or come into the facility. Let us know you'd like to make a reservation for the camera equipment you are certified to use. Staff will ask for your name and the name of your project. Please make note of the date and time of your **checkout** and **return**.

Checkout procedure

On the day of your checkout please arrive at CCTV within 10 minutes of your scheduled time. It is your responsibility to determine that the equipment is in working condition and that the unit is complete at the time of check-out. Remember that you are responsible for the undamaged return of all equipment, so be sure to note any malfunctions or surface damage to staff.

Before you leave the facility with the equipment you must sign an **Equipment Contract/Licensing Agreement**. Producers under 18 years of age must co-sign with a parent or legal guardian. Failure to sign your contract is considered a major rule violation that could result in suspension.

Remember, if you are more than 10 minutes late in claiming a reservation, you might forfeit the reservation unless an extension is approved by staff. If you're going to be late coming in, give us a call.

Safety

Your first priority should be your own safety and the safety of those around you. Please make your second priority the safety of the camera equipment.

Avoid risky conditions such as liquids, food, dirt and dust, sand, smoke, and pets. *Do not leave equipment unattended in your vehicle.* Remember that you are responsible for any and all replacement, repair or cleaning costs that are necessary upon return of the equipment.

Following rules

Make sure while you have the equipment that you are following all guidelines set forth by the **Rules and Procedures Handbook**:

- Do not use equipment for any purpose not related to the production of a program for telecast on CCTV
- Do not allow any non-certified person to use the equipment
- Do not cover CCTV's identifying labels (barcodes, etc)

All three of these are considered major violations which could result in suspension. For more information pick up a Rules and Procedures Handbook at CCTV or download it from our website.

Returning equipment


When preparing to return equipment be sure to follow all instructions in this training guide or putting things away.

Make sure your SDHC card is out, the batteries are charged, and that everything is properly packed. Bring the gear back to CCTV at or around the time specified in your reservation. If an unexpected problem comes up and you are running late, please call as soon as possible to let us know. We may be able to authorize an extension. CCTV staff will check over your equipment to make sure everything is in order.

Special requests

If you want to make a reservation that is outside these guidelines, fill out a special request form.

Use this form if you need more than one camera, special equipment, or need to take the camera out for a longer period of time. Be sure to get your special requests to us **a week or more in advance**. Special request forms are available at CCTV or on our website.



The image shows a 'Special Request Equipment/Facilities' form from CCTV. The form includes fields for 'DATE', 'CERTIFIED PRODUCER NAME', 'PRODUCTION TITLE', and 'DATE(S) OF REQUEST'. It has two columns of checkboxes: 'I request additional equipment' and 'I request additional days for equipment check-out or to take it more than 100 miles from CCTV service area'. Below these are sections for 'Please list all equipment for this check-out', 'Please list additional dates', 'Location', and 'Approximate # of miles from Salem'. There are also checkboxes for 'I request additional facility time' and 'Please list area of facility needed (i.e. studio, edit room, conference room)'. A section for 'Name(s) of certified producer(s) if requesting more than 1 cam/corder' is present, along with a 'Please list date and time' field. At the bottom, there are fields for 'Briefly describe the reason for your request' and 'List the approximate number of program hours you will produce from this request'. A 'Certified Producer Signature' line is at the very bottom. On the left side, there is a 'Staff Area Only' section with checkboxes for 'Checked', 'Not Checked', and 'Out of Use', and a 'Date' field. There are also checkboxes for 'Has this producer' and 'Have requests'.