

AN OVERVIEW OF THE CHANNEL AND ITS OPERATION

CCTV is a program of the Claremont Colleges; participating institutions include Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Pitzer College, Pomona College, the School of Theology at Claremont, Keck Graduate Institute, and Scripps College.

CCTV broadcasts on Channel 28 of the Comcast cable system, and reaches approximately 5, 000 homes in the Claremont area.

We welcome and will run original programs produced by Colleges students, faculty, or staff which meet the requirements set forth in the basic operations policy. We will not normally run programs produced by other parties except by invitation or by written request from a Colleges faculty member.

The operation of the channel is explained in a basic document, "Claremont Colleges Television Access Rules and Guidelines," which all those wishing to participate must read and agree to in writing. The present summary seeks only to provide introductory information. No program can be broadcast until a signed copy of the Statement of Compliance is on file with CCTV or with one of the participating institutions.

All programs must carry on-screen the name and phone number of the producer. Programs carrying the name of the producer but no phone number can be broadcast if CCTV has the producer's phone number on file and may provide it to the public upon request.

CCTV intends that the technical quality of picture and sound of its transmission be essentially comparable to that of standard broadcast television, and may not accept material which in its opinion cannot be expected to meet these standards when broadcast. CCTV prefers to receive programs on DVD but can also broadcast S-VHS and VHS tapes.

We encourage producers to submit a carefully-made DVD copy of the edit master of each of their programs. Other copies will be run only if the technical quality meets CCTV standards.

We remind our contributors that reasonable care will be exercised in handling materials submitted for broadcast, but that CCTV, its staff and sponsoring organizations, will not be responsible for loss of these materials or damage to them beyond the cost of the blank medium on which they are submitted. We urge prospective contributors to make and store in a safe place a high-quality protection copy of original programs.