



# EDITING GUIDELINES

Draft 12/23/02

*In accordance with Access Rules and Procedures, these guidelines have been developed to enhance and permit coordination of the multiple requests for use of editing resources at CityPlace and at the BNN Multimedia Center and Access Studio at the Mall of Roxbury. All users of editing resources must agree to adhere to the terms of both Access Rules and Procedures and these guidelines. Any variances from these guidelines must be approved in advance by the designated staff person: Multimedia Center Director and/or Digital Media Coordinator for non-linear edit rooms, computers, software and digital equipment; Access Director for analog edit rooms.*

1. BNN editing resources may be used only for the production of programming to be cablecast on BNN television and/or for the production of other authorized multimedia projects. Editing resources may not be used for other purposes (such as dubbing or logging tapes) unless specifically authorized. Eligible users are current BNN access members who are certified to use the requested editing facility. Contact designated staff (above) or the Membership Coordinator for information about certification requirements.
2. A certified BNN producer proposes to use editing resources by completing a Project Proposal and Production Contract and discussing production plans with the designated staff person (see above). The proposal helps staff to determine the producer's general resource needs and ensure that the project(s) will be successfully completed. Staff will approve proposals that are achievable based on availability of resources and on the producer's prior experience. The maximum number of edit sessions that may be approved is detailed in the "Equipment Use Guidelines" section of Access Rules and Procedures. Staff may require additional details (such as log sheets or edit plans) regarding production plans, beyond what is asked for in the project proposal form. A producer's ability to effectively follow through on the proposal will be considered in subsequent proposals. Revisions to project proposals must be approved by staff.
3. Producers should describe in the project proposal what assistance may be needed while editing. Following Non-linear Editing certification a skill level will be assigned (Assisted, Guided, Independent) that determines necessary staff assistance for each producer. During specified days/times, knowledgeable staff will be on-site for assistance but, at other times, due to other responsibilities, staff will have limited availability to answer questions and there may also be times when no assistance is available. It is essential that editing time be scheduled with this in mind. Limited staff assistance may also be scheduled ahead of time, and additional workshops are available if necessary. In addition to staff assistance reference/self-help materials are available at all times. These are important considerations to discuss with staff at the time of proposing a project.
4. Another important project proposal discussion, in the case of non-linear editing, regards a producer's needs for digital storage. No producer files may be stored on the computer desktop or hard drive. Any files located outside of permitted locations will be trashed. BNN will provide a reasonable amount of storage space for the duration of projects. . Users of BNN digital storage (such as external firewire drives) are responsible for managing files within the capacity

allotment. The storage medium will be re-assigned when the project's end date has passed. At no time is any member permitted to open or move project or media files belonging to another member.

5. A signed Producer Agreement & Indemnification must be submitted to the staff along with the Project Proposal. A signed BNN Multimedia Center Statement of Acknowledgement must also accompany project proposals that involve the use of the Multimedia Center.
6. A BNN producer may have a maximum of two projects approved at one time. Only one of these may involve multiple programs/projects (series).
7. Following staff's approval of the project proposal, the producer contacts scheduling staff during posted hours to schedule edit sessions. (Multimedia Center computers are not reservable, but are available on a first come, first served basis during open access hours. See below for additional information.) Reservations are not made on the basis of written or voicemail messages: it is necessary to speak directly with a scheduler. All edit sessions are scheduled on a first-come, first-served basis.
8. In order to ensure availability for all users, the following maximums will be observed in scheduling edit sessions:
  - *4 hours/edit session*
  - *8 hours/week (any 7 day period)*
  - *4 edit sessions reserved at any time*

In addition, no editing resource may be scheduled more than three months in advance.

9. Additional hours or edit sessions, beyond the above limitations, may be added for any editing resource that is available within 24 hours of the request, up to the amount approved in the project proposal.
10. Producers must arrive for edit sessions punctually and must be prepared to leave promptly at the end of the scheduled session. Reservations will be held for thirty minutes only, at which time someone else may schedule the editing resource.
11. If cancellation of an edit session is necessary, it is important to notify scheduling staff as far ahead of time as possible so that someone else may use the resource. Failure to use the entire scheduled edit session, or to call scheduling staff when there is a problem doing so, may result in cancellation of future bookings and suspension of the project or of access privileges.
12. Edit sessions should be scheduled in advance whenever possible. On occasion a producer may want to continue editing beyond the scheduled session; or may want to utilize some available time when schedulers are not present. The following are criteria for use of available editing resources that have not been scheduled:
  - *Producer must have approved project proposal authorizing him/her for the editing resource and be capable of editing independently.*

- *Producer must receive permission from staff on the premises before commencing.*
- *Producer must notify scheduling staff of the hours used.*

13. No accessories (tape decks or adaptors, firewire drives, etc) or software programs may be utilized with any editing resource without prior approval of designated staff. Technical reconfiguration of editing resources is strictly prohibited. Videotapes must be of good quality and free of dust, loose or overhanging labels, or any other problem that may impair the equipment. All technical problems must be reported in writing to appropriate staff using an Equipment Trouble Report form. Producers must not attempt any technical repair or service under any circumstances.
14. The scheduled producer must be present at all times during edit sessions. Guests are permitted to be present, but not to use computers or equipment. As an exception, BNN producers who are not certified to use the requested editing resource may designate in the project proposal another certified access member who will schedule and use editing resources for the producer's project.
15. No food or drink of any kind is permitted around editing resources. All producers are responsible for the neat appearance of facilities.
16. Producers may make up to two copies of a project. This should be done outside of the editing rooms whenever possible. Arrangements must be made with staff for additional copies.
17. When adjustments (switches, knobs, etc) are made during an edit session, all settings must be returned to default positions at the end of the session. All belongings, including tapes, papers, etc must be removed. Nothing left behind will be saved.
18. Users of BNN editing resources must take care not to interfere with the ability of others to comfortably do their work: closing the door, turning down the volume of monitors, using headphones if necessary, etc. Failure to adhere to these guidelines or any other posted notices regarding the use of editing resources may result in cancellation of future bookings and suspension of the project or of access privileges.
19. BNN producers, are invited to contact the Access Director, Multimedia Center Director, or Digital Media Coordinator with any comments or questions regarding these guidelines or their implementation.

<b>RULES AND PROCEDURES FOR COMPUTER USE</b>
--

- ❑ No eating or drinking in the computer area.
- ❑ Do not disconnect equipment or change the way the computers are set up.
- ❑ During all after school and open access sessions, the maximum time allowed per person is two hours, with the exception of the Digital Studio and other training programs.
- ❑ Computers and digital equipment will be signed out each week on a first-come, first-served basis.
- ❑ Do not leave the computer area for longer than 10 minutes. Your computer may be given to someone else.
- ❑ Manuals and other materials must be signed out and returned on the same day.
- ❑ No one will be allowed to take disks, CDs, DVDs, or manuals belonging to BNN out of the computer area.
- ❑ Computers and equipment in the lab can't be used without the supervision of lab staff.
- ❑ You must save your work on your own disk or ask the lab assistant on duty to save it for you on a lab disk.
- ❑ No one will be allowed to open software or equipment cabinets without lab staff present. Cabinets will remain locked until the designated lab assistant opens them.
- ❑ Members are limited to no more than 2 printed copies of one document.
- ❑ If you do not know what you are doing please ask the designated lab assistants for help.

## **Roles of Multimedia Center Staff**

- ❑ The **Multimedia Center Director** manages the day-to-day operations at center. Her job is to supervise program coordinators, volunteers and other staff and develop curriculum for all center programming.
- ❑ **Assistants and instructors** are responsible for supervising their specific programs, including but not limited to instruction, assessment, recruitment and outreach.
- ❑ **Volunteers and interns** assist the Multimedia Center staff with lab management, assisting members or participants, and other related duties.

**If you are interested in becoming an instructor or volunteer call the Multimedia Center Director at 617.442.5807, ext.15 or email [ngaskins@bnntv.org](mailto:ngaskins@bnntv.org)**

## **Rules of Conduct**

Common sense, good judgement and appropriate personal behavior are part of the essential responsibility of every member at the Multimedia Center. Serious infractions (for example, possession or use of drugs and alcohol, viewing material that may be offensive to other members) may result in immediate discharge. Other less serious infractions are subject to investigation by program, administrative staff or the Board of Directors, and may result in disciplinary action up to and including discharge.

## **Sexual Harassment**

The sexual harassment of any member, volunteer, intern, or staff is unacceptable conduct and is not tolerated by the Multimedia Center. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature should be reported immediately to the Multimedia Center Director or the General Manager. Anyone engaging in sexual harassment is subject to appropriate action, which may include disciplinary action up to and including discharge.

## **Personal Property**

The BNN Multimedia Center is not responsible for the loss of any personal item(s) or property.

## **Reporting Accidents and Incidents**

Should any accidents or incidents occur in which you are involved, or witness, you are required to report the situation to Multimedia Center staff. All reports shall be shared with the General Manager within 24 hours of the event.

**BNN MULTIMEDIA CENTER MEMBER**  
**Statement of Acknowledgement**

Please check one:         I am a new member.  
    I am a returning member.

**Please read this document carefully:**

During center hours, all members have access to computers and the Internet, especially during open access sessions. We require that you understand and agree to the basic rules of computer & Internet usage.

The Multimedia Center's policy for computer & Internet usage is in accord with the expectations published in this BNN Multimedia Center Member Handbook. Violations of the Statement of Acknowledgement may be subject to disciplinary action, and rights and privileges to use any of all of the center's resources may be revoked.

No one may use the Multimedia Center's computing resources in any way that contradicts the mission of BNN. Prohibited activities include, but are not limited to the following:

- Harassment: Communications with other people must be courteous, respectful, and considerate, whether the communication is electronic or in person. Computing resources may not be used to create any materials that are unkind or abusive in nature.
- Vandalism: Members may not modify any material on a computer other than their own data files. Members may not install, remove, or change system software or other software without the Multimedia Center staff's approval and direct supervision. Members may not abuse the computing resources themselves such as wasting printing paper and print cartridges or toner.
- Inappropriate materials: This includes materials that a member may encounter on the Internet or brings to the center from other sources. Members are encouraged to get approval for projects from Multimedia Center staff prior to using the computing resources and equipment.
- During times when after school and other training programs are not in session, youth may not use the computing resources without permission from Multimedia Center staff, except during open access hours, Monday - Friday, 3:00 - 6:00 PM and Saturdays. No one should be using the computers in the center without staff in the computer area, except with the permission of the Multimedia Center Director.

In addition to this statement, the general lab rules apply, as well.

I have read the manual and fully understand it. This statement of acknowledgement will be kept on file in the BNN Multimedia Center office.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)