



## Youth Media Distribution Guidelines

1. Some of these guidelines for distributing youth media projects (video, audio, images, etc) are based on BNN's Access Policies, which apply to all who use BNN equipment, facilities, channels or website.
  - a) People submitting content to BNN have to accept legal responsibility for it being shown by signing the attached form (Youth Media Distribution Request and Agreement).
  - b) Content has to be legally permissible. Don't submit anything obscene or libelous (falsely accusing), for example. Don't violate copyright law by passing off someone else's work as your own. Get releases (written permission) from the people you include to put them on BNN channels and the web, and from their parents if they're minors.
  - c) As a non-profit community service organization, BNN can't be used for commercial purposes or private financial gain. Don't include ads, sales pitches, solicitations or anything designed to promote any commercial product, service or business. Don't charge anyone for BNN services, such as use of channel time.
  - d) People should strive for the best possible technical quality so people will want to keep watching. BNN reserves the right not to distribute media with poor technical quality.
  - e) By submitting media for distribution, content providers authorize BNN to distribute via cable channels and website, to show in public screenings, to incorporate in other BNN productions such as contest compilations or promotional materials, and to add information between segments.
2. Some content can only be distributed by BNN after 11 p.m. There are other content restrictions for youth media, which is shown during hours when families can watch. Content containing any of the following will be excluded: profanity; nudity; "hate speech" (words or images likely to be considered abusive or discriminatory against any racial, ethnic or religious groups, or on the basis of gender, sexual orientation, or disability); sexual material; violence; and any other material that may be inappropriate for family viewing.
3. To make it easier for youth-serving organizations to get involved, BNN compiles youth media projects produced at BNN and elsewhere in Boston. Our goal is to share creative works that positively impact young people's lives, address issues of concern, counter negative stereotypes, and promote constructive youth activities and opportunities citywide. We are looking for youth-oriented media that is generally consistent with the following standards.
  - a) Information should be accurate and balanced. In your editing choices, be fair to people and how you represent them. Youth commentaries and expression of personal opinions are encouraged, but these should be clearly differentiated from statements of fact.
  - b) Material should be avoided that is hostile, abusive, discriminatory, or designed to offend. But feel free to offer honest viewpoints and challenging perspectives, constructively and in your own words. Humor is fine, but not the "put-down" variety.



- c) Organizations are encouraged to submit media for distribution that features youth voices as much as possible.
  - d) Content is discouraged that reinforces stereotypical images and concepts, intentionally or otherwise, of young people and their communities. Originality and innovation are preferred over approaches that imitate traditional mass media styles, concepts or personalities.
  - e) We encourage promotion of non-profit youth-serving organizations (with their permission), including contact information, website etc. But personal information (telephone number, home address or email address, etc), especially of minors, should not be included.
4. Before completing the attached form, please consider these additional conditions.
- a) It is not necessary to be a BNN member to submit youth media for BNN compilation and distribution. BNN reserves the right to be selective in compiling youth media. Requesters whose submissions are not accepted for compilation can get more information about subsequent options by contacting Membership and Development Manager Janice Williams at 617-708-3224 or [membership@bnnmedia.org](mailto:membership@bnnmedia.org) .
  - b) Proof of identification and Boston residency may be required.
  - c) BNN accepts the following media formats: DVD (no menus) and media files such as .MOV, .H264. Please submit with best quality possible, but do not submit your only copy. We will accept media files electronically: contact us for details.
  - d) We will be more likely to be able to include shorter projects (ten minutes or less).
  - e) BNN is not liable for any mistakes, omissions or interruptions in the distribution of programs.

For more Information about Youth Voices, please contact us at [Youth@bnnmedia.org](mailto:Youth@bnnmedia.org).

For more information about BNN, please visit [www.bnnmedia.org](http://www.bnnmedia.org).

Access Policies may be reviewed at <https://www.bnnmedia.org/sites/default/files/Member-Policies.pdf> .



## YOUTH MEDIA DISTRIBUTION REQUEST AND AGREEMENT

**ORGANIZATION NAME:**

### **MEDIA PROJECT INFORMATION**

Who created it?

What is its title?

What type of media project is it? (Video, audio, photography, digital art, etc.)

How and where was the project created?

On what format are you submitting the project on? (MOV or H264, etc.)

What is the length of the project or segment? Please include precise information, such as time code or “in” and “out” points, to help us identify the project or segment you are submitting.

What language? If other than English, are there subtitles or a transcript available?

Please describe the content in 3 or 4 sentences, and why you want it to be seen.



## PRODUCER AGREEMENT & INDEMNIFICATION

I, \_\_\_\_\_,  
as producer of the program, series of programs, or other creative project entitled:

\_\_\_\_\_  
(the "Program"), accept full responsibility for program content submitted for cablecast on the Boston Community Access and Programming Foundation, Inc. (the "Foundation") channels. I hereby authorize further distribution of the program through BNN's website or other means. I hereby agree to indemnify and hold harmless the Foundation and its officers, directors, employees and agents against all claims and liabilities of any kind, including legal fees and expenses which they or any one of them may incur as a result of, or arising out of, the production, content, cablecasting or use of the Program. I have read and understand the "Access Policies" of the Foundation and agree to abide by them and by other applicable guidelines of the Foundation, including "Youth Media Distribution Guidelines".

I warrant and represent that the Program is for non-commercial community programming purposes and does not contain:

- 1) *Material designed to solicit funds or promote the sale of commercial products or services, including advertising by or on behalf of candidates for public office, unless in accordance with the Access Rules for sponsorship;*
- 2) *Any material which is libelous, slanderous, defamatory, obscene, indecent, or which constitutes an invasion of privacy;*
- 3) *Any material concerning games of chance, lotteries, gift enterprises or similar schemes, or which might subject the Foundation to liability for violation of any applicable laws, rules, regulations or guidelines instituted by a governmental body;*
- 4) *Any material which violates, infringes upon, or gives rise to any adverse claims with respect to any common law or right (including, without limitation, any copyright, trademark, contractual, dramatic, motion picture or literary right) of any person, firm or corporation.*

I agree that the Foundation shall have no responsibility or liability for any services, elements, or products performed or provided by any person, firm, or corporation related to the Program and the Foundation shall in no way be responsible or liable for the making of any payments to any person (including, without limitation, any union, guild, actor, director, performer or craftsman).

I shall be responsible for securing and shall secure all rights, licenses, permissions, releases, and consents (including, without limitation, all those pertaining to copyright and performance) necessary and appropriate for the producing and cablecasting of the audio-visual materials contained in the Program. I agree to provide copies or evidence of all such rights, licenses, permissions, releases and consents to the Foundation prior to distribution of the Program, or at any subsequent time, upon request. I shall be responsible for loss of or damage to any Foundation facilities or equipment used in the production of the Program.

I agree that the Program or any program produced with Foundation facilities, equipment or van ("facilities") shall be available for Foundation cablecasting. The Foundation's rights to programming shall be non-exclusive rights shared with the producer or sponsor as applicable. The Foundation's shared rights include the perpetual right to publish and perform such program in any medium, including a right of first use. Producers cannot use Foundation facilities to carry out a private commercial project except as disclosed and authorized in accordance with Foundation rules. In the event a producer is reimbursed by a third party for any production or resulting programming, the Foundation shall have the right to compensation pursuant to Foundation rules.

I agree that neither the Foundation nor its employees shall be responsible or liable for the loss or theft of, or damage to any personal items, including, without limitation, equipment and videotapes (or other submitted media formats), while in the Foundation's custody, except with respect to the Foundation's gross negligence as defined by the applicable Massachusetts law; the Foundation's liability with respect to videotapes or other media formats in any case is limited to the cost of new blank stock to replace that which was lost or destroyed; and The Foundation accepts no liability due to loss or damage during shipping or mailing.

**CONTINUED ON NEXT PAGE**



## PRODUCER AGREEMENT & INDEMNIFICATION

**Producer** (Please Print): \_\_\_\_\_

Birth Date (if under 18): \_\_\_\_\_

Address: \_\_\_\_\_

Contact info (phone numbers, email) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SIGNATURE: \_\_\_\_\_

**Sponsoring organization** (if applicable): \_\_\_\_\_

Name and title of Signer on behalf of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact info (phone numbers, email) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SIGNATURE: \_\_\_\_\_

**Parent or Guardian for producers under 18:** Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact info (phone numbers, email) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SIGNATURE: \_\_\_\_\_