

Policies & Procedures

Addendum 1/19/07

RE: Dubbing Stations and Their Proper Uses

Beginning Tuesday January 30, 2007, Access San Francisco will be adding two new dub (videotape copying) stations to its production resources available to producers, for a total of three dubbing stations. A "producer" is anyone who has a scheduled current series on the channel, or who schedules individual programs on the channel, whether these programs are produced in-house, or at home, or elsewhere.

Access San Francisco has always offered one user dub station (located in the hallway by the edit suites), which is reservable and available to producers who needed to transfer videotape footage from one video format to another (e.g. from MiniDV to DVCAM), or to view or log raw footage and other related tasks, in the course of the production of their programs for cablecast on the channel.

Because Access San Francisco will no longer be accepting MiniDV tapes for playback on the channel beginning Tuesday February 13, 2007 (see separate *Policies & Procedures Addendum 1/19/07 RE: Tape Formats for Playback*), Access San Francisco will be adding two new dubbing stations, which *only* will be available for use for dubbing tapes for playback.

The original producer dub station located in the hallway will be known as *Dub Station A* and will be available for reservation and use as it always has. The two new dub stations will be *Dub Station B* and *Dub Station C*, and will be located in the front lobby. Due to the anticipated high demand for their use as producers transition away from submitting MiniDV tapes for playback, for the near future Stations B and C will have additional restrictions on their reservation and use.

Both Dub Station B and C may be used *only* by producers needing to make a dub to produce a DVCAM or VHS tape for immediate drop-off for cablecast. At the end of the dub session, the producer must submit the dubbed tape immediately at the front desk. Producers *may not* use Dub Stations B and C for making dubs that are not being delivered to the front desk at the end of the dubbing session (or for any other purpose).

Dub Station B is reservable in advance. You may make only one reservation at a time, and only for the amount of time needed to make a dub of the program you will then submit to the front desk at the conclusion of the dub session. As soon as you finish a dub at Station B, you may immediately make another reservation for a future dub.

Dub Station C is not reservable, but is a walk-in station only -- available on a first-come first-served basis. If you are using the walk-in Dub Station C, you may use the station to make more than one program dub for cablecast only if there is no one else present waiting in line for its use. Whatever dubs are made, however, must be turned in immediately to the front desk for cablecast.

Producers should remain at the facilities while dubs are in progress, and certainly should be at the station when the dub has been completed. Staff will not watch/monitor/safeguard the dubbing process, nor will staff be responsible for any lost or missing tapes.

Producers who will be needing to transition from MiniDV to DVCAM or VHS will need to provide their own tape stock. Access San Francisco will not be providing blank videotape, nor does Access San Francisco have tape to lend or sell. Producers will need to come to their dubbing sessions with the tape they need for dubs they may be making. There are a couple of local videotape vendors who offer discounted pricing to Access San Francisco producers: *Comtel* and *Media Distributors*. See handouts at front desk for more information about these vendors. All other policies and procedures regarding the submission and cablecast of programming still apply (e.g. one program per tape, proper labeling, etc.)

Staff assistance will be available to show you how to make your own dubs.

Before using any dub station, please first check in at the front desk, and have a staff person confirm your reservation, or confirm that the walk-in station is ready for your use.

As has always been the case, any Access San Francisco dubbing stations must be used only for the purposes of creating programming for the channel. Use of the dubbing stations (or any production facilities) for non-access use is not permitted, and violators are subject to suspension.

Please be warned that we anticipate the demand for these dubbing station to be high. Many producers will be trying to use these stations to dub their programs to make a DVCAM or VHS tape for cablecast to meet the tape turn-in deadlines for their shows. Waiting until "the last minute" to try to make a reservation or to try a walk-in dub will likely result in you not getting your dub made in time to meet the turn-in deadlines. If you miss a turn-in deadline, this will count as a penalty toward your series agreement, which could eventually lead to series cancellation. So, please, plan ahead, and make your dubs as early as possible!

DUB STATIONS SUMMARY

Name:	Dub Station A	Dub Station B	Dub Station C
Location:	Hallway	Front Lobby	Front Lobby
Formats:	DVD to DVCAM DVD to VHS MiniDV to VHS DVCAM to VHS VHS to DVCAM	MiniDV to DVCAM MiniDV to (S)VHS	MiniDV to DVCAM MiniDV to (S)VHS
Availability:	By advanced reservation only, 4 total facilities reservations on books at a time (including this station)	By advanced reservation only, 1 reservation at a time	By in-person walk-in only, First-come first-served
For Use:	Tape dubbing, editing preparation, viewing, logging, etc.	For cablecast dubs only	For cablecast dubs only
Length of Use:	As long as reasonably needed	For one dub for cablecast only, per reservation	For one dub for cablecast only, or more dubs if no one else present in-line for use.