



Media Education Policies

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Manhattan Neighborhood Network Policies



Welcome to Manhattan Neighborhood Network (MNN)! All of us at MNN appreciate your involvement with the country's largest community media center and look forward to welcoming you to our facilities, our channels, our classes and our events.

MNN's mission is to ensure the ability of Manhattan residents to exercise their First Amendment rights

through moving image media to create opportunities for communication, education, artistic expression and other noncommercial uses of video facilities on an open and equitable basis.

In providing services, we seek to involve the diverse racial, ethnic and geographic communities of Manhattan in the electronic communication of their varied interests, needs, concerns and identities.

MNN is responsible for administering public access cable TV services in Manhattan and aims to promote localism, diversity and independent non-commercial media.

MNN is an independent, non-profit organization that is privately funded and privately operated. MNN is not a cable company, a subsidiary of any cable company, or a New York City or New York State agency.

What We Do



For nearly 25 years, MNN has been providing media education classes, media production equipment and free access to community cable TV channels to Manhattan residents and community-based organizations.

In 2016 alone, MNN posted some 4,000 enrollments in our media classes, making MNN the largest media educator in New York City. In that same year, nearly 1,200 Manhattan

community producers checked out media equipment from our two locations – one on the west side of Manhattan and the other in East Harlem.

MNN also runs a wide range of services and media initiatives aimed at meeting the diverse communication needs and interests of Manhattan neighborhoods and communities. Since 2000, MNN's Youth Media Center has provided media skills and education to young people ages 15-25 and produces and curates a five-hour block of programming each week.

MNN administers and manages four themed public access channels as well as an HD public access channel. In 2015, MNN aired more than 10,000 hours of locally generated TV programs.

MNN is proud to be one of the largest cablecasters of original content in the United States.

These channels are:

- **MNN 1 Community (TWC 34 & 1995, RCN 82, FiOS 33):** Stay up-to-date on local elections, New York politics and community issues with MNN's Community channel.
- **MNN 2 Lifestyle (TWC 56 & 1996, RCN 83, FiOS 34):** Exercise your mind, body and palate with entertainment and lifestyle programming for New Yorkers with diverse interests.
- **MNN 3 Spirit (TWC 1997, RCN 84, FiOS 35):** MNN's Spirit channel broadcasts varied religious and philosophical programs, lectures and discussions for all faiths and worldviews.
- **MNN 4 Culture (TWC 67 & 1998, RCN 85, FiOS 36):** Multi-lingual programming that covers the arts, politics and global news for all of Manhattan's diverse communities.
- **MNN 5 HD (TWC 1993, FiOS 37):** MNN's HD channel brings you the best MNN shows in High Definition. MNNHD is the **only** HD channel available for community use!

MNN also produces the cable and digital channel NYXT.nyc (pronounced next dot n.y.c.). Presented in partnership with more than 60 Manhattan community-based organizations, NYXT.nyc shines a spotlight on groups that are working to connect people and build neighborhoods. NYXT.nyc is available on TWC 1992, FiOS 38, and online at nyxt.nyc.

MNN may also curate additional cablecast channels aimed at providing newly presented and produced non-commercial, independent programming.

MNN's Values and Principles



MNN is a place of education, learning and creativity. We are non-commercial and committed to serving Manhattan residents and community-based organizations. We believe in inclusivity, diversity and mutual respect and aim to empower people and communities through media access.

In seeking to facilitate a diversity of viewpoints, we ask our broader

community and participants to be mindful of our values and to treat each other respectfully as we all work together to build community through engaged and impactful media.

Some Helpful Terms in Understanding MNN

Certified Producer: A Manhattan resident that has taken and passed an MNN media education class and is certified to use MNN facilities and/or equipment in order to create programming to air on MNN's designated public access channels.

Sponsor: An individual who submits the MNN Program Agreement for MNN's designated public access channels and who is legally responsible for the program and its content. **Every program that airs on MNN must have a sponsor.**

Sponsors can also be Certified Producers but **are not required** to be Certified Producers or Manhattan residents. MNN's Programming Department requires that all Sponsors submit Proof of Residency and ID for our records and in order to obtain a time slot on one of MNN's channels.

A Sponsor cannot have more than one program on MNN. Certified Producers and Sponsors and their guests must abide by MNN's Code of Conduct and Community Standards.

Please note: Sponsors and Certified Producers may not represent themselves as MNN employees or representatives.

MNN's Media Education Policies



MNN is proud to be the largest media educator in the City of New York. MNN offers basic and advanced certification classes to Manhattan residents as well as general education workshops that are open to all New York City residents. MNN teachers are professionals in the field who provide instruction using MNN's state-of-the-art equipment and studios.

The best way to answer questions about getting involved and taking classes at MNN is to attend one of our monthly orientations at either MNN's West 59th Street location or the MNN El Barrio Firehouse. You can find and RSVP for upcoming orientation sessions here <http://www.mnn.org/orientation>

Course Enrollment

To enroll in courses, students must:

1. Attend a Monthly Orientation at either MNN's West 59th Street facility or the MNN El Barrio Firehouse
2. Be a Manhattan Resident over the age of 18 who supplies proof of identity and Manhattan residency. Please see MNN's Proof of ID and Residency Policy for more information: <http://www.mnn.org/verification>
 - a. Please note that MNN's Youth Media Center enrolls students younger than 18 years; see our Youth Media Policies for additional information
3. Receive a member ID, which must be used to register for courses
4. Complete any prerequisite coursework, if necessary

Students may register for MNN courses and workshops online or in person at an MNN facility during MNN's business hours.

Student Cancellation of Course Enrollment

MNN does not offer refunds for class enrollment. Students who wish to cancel their enrollment in a course must do so via email or in writing.

MNN Cancellation of Courses or Course Sessions

If a course fails to meet the minimum enrollment requirement, it is subject to cancellation. MNN will make every effort to notify enrolled participants of the cancellation – usually within 48 hours – of the first course session. In instances when MNN must cancel a class, students will be offered the opportunity to enroll in another session of the same class or offered a refund.

Classes may be cancelled due to inclement weather. MNN will make every effort to notify students of weather-related closures, which will also be posted online. MNN recommends that students monitor our website and social media pages during inclement weather.

Class Attendance

Students who miss classes or are excessively tardy may be required to attend lab before receiving certification.

Students who miss multiple sessions risk failing the course and may not obtain certification.

It is the student's responsibility to notify MNN via email (education@mnn.org for West 59th Street or firehouse@mnn.org for the MNN El Barrio Firehouse) or phone (212-757-2670, x312 for 59th St. or x200 for the Firehouse) of potential lateness. Excessive lateness may result in not receiving certification.

Students who miss the first session of a certification course risk losing their seat in the entire course. Students must contact the education department prior to the start of the first session to notify of an absence. Admittance into remaining class sessions is at the discretion of the Manager of Media Education.

Computer and Mobile Device Usage

MNN equipment must be used for classroom purposes only and not for personal use.

Please refrain from using mobile devices during class. If you need to check your phone or email frequently due to extenuating circumstances, please inform the instructor at the start of class.

Class Conduct

Please respect all fellow students, instructors and administrators. All MNN students must follow our Code of Conduct and Community Standards.

Please consume all food and drink in the designated food and beverage areas and not in our studios or education classrooms.

In-Class Media and Activities

Media used in class is the property of MNN and must not be copied or taken for personal use. All classroom media is for educational use only. Course activities and classroom projects may be used by MNN for promotional purposes.

Headphones

Students must supply their own headphones during courses.

Failure to Obtain Certification

Students will be evaluated at the conclusion of a course, which will lead to the use of MNN's equipment and facilities. If a student is assessed to be deficient in a certain skill set, the student may be required to attend lab or additional practice sessions prior to receiving certification. Instructors may also recommend that a student retake a course based upon the results of a student's certification examination. In this instance, the standard registration fee would once again apply.

All decisions regarding certification are made at the sole discretion of MNN.

Maintaining Certification

In order to maintain certification at MNN, Certified Producers must resubmit proof of residency every two years and must meet the following annual minimum usage standards:

- **Basic Studio Production:** Must crew on a minimum of three (3) MNN productions other than your own.
- **Field Video Production:** Minimum of two (2) field equipment checkouts per calendar year. This does NOT include Field Practice punch card reservations.
- **Basic Video Editing w/ Premiere:** Minimum of three (3) editing station usages per calendar year.

Note: Students certified in October or November, must meet minimum usage standards by December 31 of the following calendar year.

Equipment Usage at MNN Facilities



MNN operates two full-service production facilities: our West 59th Street Studios and the MNN El Barrio Firehouse Community Media Center in East Harlem. Certified Producers can use equipment at the MNN Firehouse and West 59th Street. We encourage producers to use both locations to produce their content. You simply must have completed an orientation and a certification. So, for example, if you have been certified in studio use,

you may reserve or use any studio in the MNN system whether at the Firehouse or West 59th Street.

Disciplinary Action and Appeals at MNN

Failure to comply with MNN's policies included in this document and on any MNN agreements may result in disciplinary action up to the suspension or withdrawal of all MNN services.

Individuals who wish to appeal disciplinary decisions resulting from violations of MNN's policies may submit an appeal to the Director of the MNN facility where the issue arose within 30 days of the decision. For cases involving MNN's West 59th St. facility, appeals should be directed in writing to the Managing Director of Access Services. For cases involving MNN El Barrio Firehouse, appeals should be directed in writing to the Director of the MNN El Barrio Firehouse. The relevant director will seek to respond to the appeal within 45 days. Any restrictions will remain in effect pending the outcome of an appeal. An individual who wishes to appeal the decision of a director may write to the Chief Executive Officer within 30 days of the director's decision. The CEO will aim to respond within 45 days. The CEO's decision is final.