

# Captioning Videos

*The Information and Communication Technology and Instructional Material Accessibility Standard and Section 508 of the Rehabilitation Act of 1973 requires all instructional materials to be made accessible to individuals with disabilities in a timely manner. This means that all videos must be captioned.*

## **You want to share a video with students but it is not captioned. What do you do?**

**1. Plan ahead.** Captioning could take up to 3 months, because the Media Department needs to request permission from the producer prior to captioning due to copyright.

**2. Check the library's collection** to see if the college owns the video captioned.

[www.cerritos.edu/library](http://www.cerritos.edu/library)

Search the Library catalog using the video title. Librarians can assist.

Is the video not there?

Funds may be available for the Library to purchase the video captioned. The video will be part of the Library's Collection. Contact Monica Lopez (Acquisition & Collection Development Librarian) or fill out a recommendation form:

[https://libraryguides.cerritos.edu/recommendation\\_form](https://libraryguides.cerritos.edu/recommendation_form)

The timeline for the Library to acquire and circulate a video is up to 3 months.

**3. Contact Media Services**

a. Media Services will verify if the video you own is captioned.

b. Media Services will further inform you on options available to caption the video:

i. Caption the video using college/grant funds (may take up to 3 months).

ii. Caption the video yourself using free software (Amara <https://amara.org>)

iii. Purchase a new video that has captions.

**4. Submit a Media Request Form:** <http://www.cerritos.edu/media/request.htm>

Media will request copyright permission from the video producer. It could take up to 3 months to receive permissions, and occasionally permission is denied.

When the video is captioned, Media will send you a link, an embed code, or access to the physical media.

Questions? Contact Media Services ext 2443, DSPS ext 2335, or Library staff ext 2434