

Bakersfield College

VIDEO/DVD Captioning Request Form

Section 508 of the Rehabilitation Act requires that all electronic and information technology developed, procured, maintained, used or purchased by public agencies receiving federal funds be accessible to people with disabilities.

In order to comply with this Act, Bakersfield College has implemented the following process for captioning/procuring replacement captioned videos as all videos/DVD's shown at Bakersfield College must be captioned.

Instructions: *To effectively process your request, please complete this request form by following the appropriate steps below.* Due to the fact that captioning videos is very costly (\$8-10 per minute), please note that when deciding on whether or not to caption an existing video you should consider purchasing a newer video/DVD that is already captioned. Media Services has developed a catalog of videos that have already been captioned and are available for check-out. If you would like more information or assistance in researching captioned existing videos, please contact Media Services at 395-4516. For any other questions or concerns regarding this process, please contact Disabled Students Programs & Services at 395-4334.

- When making replacement purchases with captioned VHS/DVD's, contact your department chair for purchase approval. Refer approved replacement purchases to Media Services, Attn: Kristin Rabe.
- All VHS/DVD's used since July 1, 2003 **Must** be captioned. They will be captioned by BC or a captioning agency with the approval of the Department Chair and Dean. Please forward your requests to Media Services, Attn: Kristin Rabe.
- All VHS/DVD's **Not** used since July 1, 2003 **May Not** automatically be approved for captioning as a replacement of the video may be sought. Approval of the appropriate Vice President or his/her designee is required before captioning these videos. Please forward your requests to Media Services, Attn: Kristin Rabe.

To facilitate the captioning of your video, please provide your video, any script you may have available, completed Video/DVD Captioning Request form and Permission Request Form with appropriate signatures to Media Services in L-133, Attn: Kristin Rabe (x4516).

Title of Video to be captioned/replaced _____

Title of Video Replacement _____
(Please attach ordering information)

Length of Video to be Captioned _____
(Please Note: Videos will be captioned in its entirety)

Department Owned Video: Yes/No

Originator **Date**

Dean **Date**

Originator's Email Address

Vice President or Designee **Date**

Course/Department

Received by Media Services **Date**

Department Chair **Date**

Media Services Comments: