Chaffey Community College
Procedures to Request Closed Captioning

1. Submit a request for captioning form to the Alternate Media Specialist (If the video is available with captioning, your department will purchase a captioned copy.)

2. Provide the *ORIGINAL* videotape/DVD for the captioned copy to the Alternate Media Technical Specialist:
Jason Schneck (909)-652-6393 jason.schneck@chaffey.edu
If the copyright owner of the original video is someone other than Chaffey Community College, a form will be sent to the copyright owner for permission to caption. Once permission is received, the process will proceed.

3. The Alternate Media Specialist will contact you when the production is complete. Please allow 4-6 weeks for the complete process. At that time, if the copyright is not owned by Chaffey Community College, you must shelve the original copy and only use the captioned copy, as only one copy may be in circulation at a time.

*What videos are eligible for captioning?*
Any video OWNED by Chaffey Community College District that meets the following criteria:

- Must be produced by the College for District, office or classroom use.
- OR
- Commercial videos used by Chaffey Community College personnel for training or other official District use and for which copyright holder’s permission has been obtained.

*Taped videos ARE eligible for captioning.*
*(PERSONAL VIDEOS WILL BE CAPTIONED ONLY IF YOU AGREE TO LEAVE THE ORIGINAL COPY TO Chaffey Community COLLEGE UPON YOUR DEPARTURE)*
Closed Captioning Request Form

Person requesting captioning:

Date:________________________________________________
Name:________________________________________________
Phone:________________________________________________
Department:___________________________________________
Owner of Visual Media:__________________________________
Requested Return Date(at least a month):____________________

Class Information:

Course Title:___________________________________________
Section Number:_______________________________________
Semester & Year_____________________________________
Online Hybrid course Other (Specify)_____________________

Media Information:

Video Title and Minutes (VHS/DVD):_________________________
Name of Owner of Original Video:___________________________
Personal Department Other:_______________________________
Name of Copyright Owner:________________________________

Alternate Media Specialist Use:

Date Original Video Received:_____________________________
Date Captioned Video Returned:____________________________