



Chaffey College

DISABILITY PROGRAMS & SERVICES

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Video Captioning Methods & Procedures

Whenever a captioned version of a video is not available from the publisher, the following procedure applies:

OPTION: #1 Automatic Synchronization Technologies (AutoSync) – *This is a paid service that Chaffey is using TEMPORARILY to deal with special situations involving videos which have been purchased without captions and cannot be re-purchased with captions and must be captioned immediately because they are currently used in the classroom as prescribed by the department curriculum for primary instruction.*

- The instructor will need to obtain written permission to caption the video(s) from the copyright holder. If a transcript is available from the publisher, that should also be obtained.
- The instructor will need to bring the videos, a *copy* of the written permission from the copyright holder, and a DPS video tracking form for each video (found on the DPS website) to DPS.
- The AMAC (or designee) will receive all materials and provide a receipt for each video.
- The AMAC will then make a copy of the original video and return that original to the instructor or department.
- The AMAC will fill out the necessary paperwork for AutoSync and prepare the videos, audio and/or transcripts for conversion and transport.
- The AMAC will then send all necessary materials to AutoSync. (***Turn-around time ranges from 3-10 days. Be aware that we cannot guarantee turn-around time***)
- Upon the return of the video(s), the instructor or department will be contacted so that the video(s) can be picked-up. Receipts will be need to pick-up all videos.

OPTION: #2 Folsom Project – *This is a free service that Chaffey is using to handle VHS videos which have been purchased without captions and cannot be re-purchased with captions and are not used for primary instruction. (Note: this service can take upwards of six months)* The instructor will need to obtain written permission to caption the video(s) from the copyright holder. If a transcript is available from the publisher, that should also be obtained.

- The instructor will need to bring the videos, a *copy* of the written permission from the copyright holder, and a DPS video tracking form for each video (found on the DPS website) to DPS.
- The AMAC (or designee) will receive all materials and provide a receipt for each video.
- The AMAC will then make a copy of the original video and return that original to the instructor or department.
- The AMAC will fill out the necessary paperwork for Folsom and prepare the videos for conversion and transport to the High Tech Center Training Unit (HTCTU). The AMAC will then send all necessary materials to the HTCTU, and they will make arrangements for the videos to go to Folsom. ***(Turn-around time ranges from 3-10 weeks. Be aware that we cannot guarantee turn-around time).***
- Upon the return of the video(s), the instructor or department will be contacted so that the video(s) can be picked-up. Receipts will be needed to pick-up all videos.

OPTION: #3 "In-House" – *This is a paid service that is done in the DPS department. This option combines some of the services from options one and/or two with "In-house" services. This option is used for videos which have been purchased without captions and cannot be re-purchased with captions and are not used for primary instruction. The turn-around time is often faster than that of option two.*

- The instructor will need to obtain written permission to caption the videos from the copyright holder. If a transcript is available from the publisher, that should be obtained also.
- The instructor will need to bring the videos, a *copy* of the written permission from the copyright holder, and a DPS video tracking form for each video (found on the DPS website) to DPS.
- The AMAC (or designee) will receive all materials and provide a receipt for each video.
- The AMAC will then make a copy of the original video and return that original to the instructor or department.
- The video(s) will be captioned and the instructor or department will be contacted so that the video(s) can be picked-up. Receipts will be needed to pick-up all videos. ***(Turn-around time ranges from 14-21 days. Be aware that we cannot guarantee turn-around time).***