

Request for Captioned Media

Before submitting a request to have materials captioned, check online or with the library for a captioned version or consider selecting an alternate media item that is captioned.

Allow a minimum of two weeks for captioned item.

Name:

Date of Request:

Course:

Quarter:

Media Title:

Media Length (Hr/Min):

How often used (ie: quarterly, yearly, one time):

For online media, list **all** URLS, **exact** titles and media lengths:

For hard copy (ie: DVD, video), list titles, tracks, and lengths:

After completing this form, email to Kerri Holferty (Access & Disability Services), kholferty@whatcom.edu

Important:

* Do not use any untranscribed audio recordings or uncaptioned media if you have a student with a captioning accommodation. You will have received a letter of accommodation from the ADS office with this information.
* Consider selecting resources that are already captioned. Reuse your materials that have been captioned and share with other faculty.

If you choose to use the automatic captioning in YouTube, you **MUST** check the entire video for accuracy prior to using it. [Adding, editing or correcting YouTube captions](http://ncdae.org/resources/cheatsheets/youtube.php).