



Disability Support Services/Deaf Services
deafservices@deanza.edu

CAPTIONING FAQ

1. Do I have to do this?

Yes. Making sure all media is accessible is our responsibility. **Section 508 of the Rehabilitation Act** requires all media used or purchased by public agencies receiving federal/state funds be accessible. Please refer to the District ETS website under section 508 compliance.

2. How can I tell if my video is already captioned?

Your video will have one of the following indicators if it is captioned:



Or the video will simply say it is closed captioned or **English Subtitled**. If your video does not have one of the indicators, please send the video to Deaf Services.

3. What is the process for captioning a video?

- Send the original video and 1 blank VHS tape, per original tape, along with the attached form to Deaf Services.
- Deaf Services will seek copyright release.
- Your video will be captioned and returned to you in approximately 2 weeks.

4. Can Deaf Services buy a captioned video to replace my non-captioned videos?

YES! If you have a video that is not captioned Deaf Services may be able to replace it with a new accessible copy of similar title/subject matter; as funding permits.

5. I have rows of videos and no time to do an inventory of the videos that are not captioned. How will I find the time?

Deaf Services can work with you or your division with the steps it takes to create an inventory. To request inventory assistance, contact Deaf Services at: deafservices@deanza.edu.

6. My video is captioned, but the words do not appear on the T.V. screen. What do I do?

If the T.V. in your classroom is not showing captions, call ETS (Call Center) at ext.8324. Follow the phone prompt to request a technician who will then respond immediately to you're A/V classroom request.

7. What will happen to the non-captioned video once I have received my captioned video?

If the non-captioned media is the property of De Anza College, it will be replaced by the captioned media. The non-captioned version will not be returned as it has been replaced with a captioned master to be used in the classroom.

If the media is the property of the instructor, De Anza College will receive copyright release along with duplication rights. Once we have received both permissions, we will caption your media. The original media will be sent back to the instructor along with the captioned media, which will become the property of De Anza College. Only the accessible media should then be used in the classroom.

The instructor should notify Deaf Services of the status and ownership of all media sent for captioning.

INSURE ACCESSIBILITY IN YOUR CLASSROOM



