



Do I need copyright approval to close caption something I already own?

Yes. You must ask for permission to caption from the owner of the copyright. If the owner is non-responsive for 10 days we are then legally able to caption, pursuant to Ed Code 67302.5. Ask IMC if you need assistance in asking for copyright permission.

If I do not have closed captioning on a video and need to get it done, what do I do?

If you have copyright permission, you have the option to get it done through the college, or to do it yourself. IMC will help you. A number of options, including workshops, are linked on the Captioning webpage at <https://www.avc.edu/administration/its/imc/captioning/>. Expect a minimum of 5 working days for local turn around.

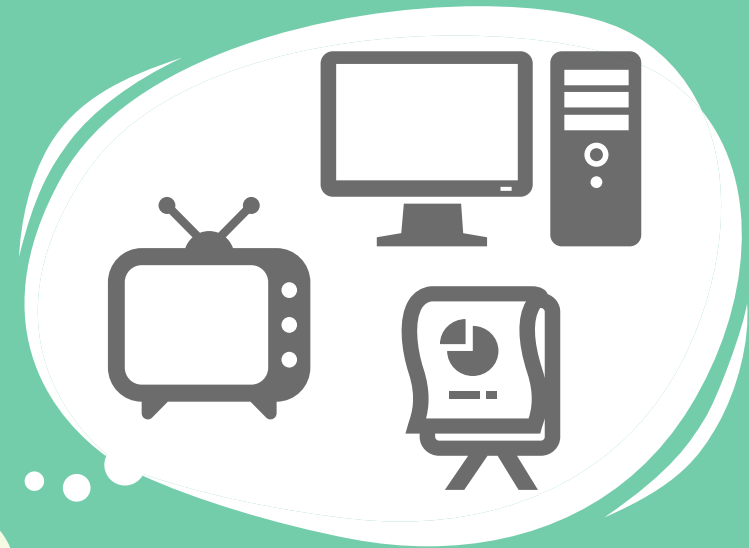
Time is your best ally for closed captioning. Do not wait until the last minute to ask for closed captioning to be completed.

AVC Closed Captioning Work Team:

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Antelope Valley College Closed Captioning Standard

In order to meet the requirements of section 508 of the Rehabilitation Act and California State Law SB 105, and because all of our students and colleagues deserve to be able to participate fully in life at Antelope Valley College, we are committed as an institution to provide closed captioning for all multimedia shown in the classroom, posted online, or used for any presentation to students or employees.

Deadline

ALL multimedia shown in the classroom, online, or in presentations is legally required to be closed captioned.

Frequently Asked Questions

Under what circumstances can I show uncaptioned multimedia resource to my class which includes a student who is Deaf/Hard-of-Hearing?

None. Don't even think about it.

Does all the multimedia I show in the classroom and/or post online for my students have to be captioned?

- If you have a **Deaf/Hard-of-Hearing (D/HH)** student in your class, absolutely yes.
- If you do not have a D/HH student in your class and you use the multimedia resources more than one semester, absolutely yes.

Some Subtleties

- If you do not have a D/HH student in your class, and the multimedia material is only used once (e.g., YouTube current event), the multimedia does not have to be captioned. **HOWEVER**, it is very possible to download YouTube videos that are already closed captioned, and it is always preferable to choose those. IMC can help you determine which YouTube videos are already closed captioned, and it is always preferable to choose those.

Subsequent showing of any media must be closed captioned.

- Captioning is required unless it is a foreign video that is *fully* subtitled in English.

What happens if we do not provide hearing-impaired Deaf/Hard-of Hearing students and employees timely access to captioned multimedia?

Students with disabilities who believe they have not been provided the

appropriate accommodations to which they are legally entitled may sue AVC and/or the faculty/staff members involved. Students can also file a complaint with the Office of Civil Rights.

What do I do if I want to show something for a presentation in the Performing Arts Theater?

All multimedia presented for any reason in the Performing Arts Theater must be closed captioned. If you plan to show something in the PAT, send it to the PAT Manager Michael White, no less than 48 hours in advance of the showing to allow him to verify closed captioning. **If the media is received less than 48 hours in advance, it will not be exhibited.** If multimedia is shown in the PAT without closed captioning, the showing will be halted.

What if I have no students who will view the video—only employees?

It must be closed captioned. Our colleagues have just as much right to be fully included as our students do.

Do I always have to have the captions on if I have no Deaf/ Hard-of Hearing students in my classroom or employees who are Deaf/ Hard-of Hearing?

It is the expectation at AVC that captions be shown at all times. This will be more inclusive for those who have not identified as Deaf/Hard-of Hearing but still appreciate additional resources to understand a multimedia presentation. The law does not require that the captions be on at all times, especially if you have no D/HH students but do have students who complain that they are unable to follow the information with the captions on. Contact Louis Lucero in OSD (x6161) if you have students requiring different accommodations.

Does all multimedia online need to be closed captioned?

YES. All multimedia shown in a distance modality will need to be closed captioned by the same deadline.

If I am buying something new, does it need to be closed captioned? Same with Publisher's instructional materials?

Yes. All new purchases need to be closed captioned. If you need help determining if a new purchase is closed captioned, contact IMC at x6541 or in BE 113.