



Disability Services
VIDEO CAPTIONING REQUEST

Instructor's Name: _____

Course Name and Number: _____

Student's Name: _____

Title of Uncaptioned Video: _____

University Account # to be charged: _____

1. When you receive a request for captioned videos from either VU Disability Services or a student enrolled in your course and you are using uncaptioned videos, please complete the following steps, as appropriate.

- Contact your College's library liaison to locate captioned versions through Interlibrary Loan.
- Contact the publisher/producer/owner to purchase captioned versions or alternatives.
- Search for captioned YouTube videos, for last-minute emergency situations ONLY.
- If you already use captioned YouTube videos, review the videos with the student and if the student agrees the YouTube videos will be effective, have the student sign and date here:

Signature: _____ Date: _____

2. If after completing the aforementioned steps you are successful in obtaining captioned videos for your course, **STOP HERE; you do not need to complete the steps below. Please sign and date this form and return it to the Disability Services office in Vigo Hall south lobby.**

Signature: _____ Date: _____

3. If you are still unable to obtain captioned copies or alternatives, please complete the following steps since your videos must be outsourced for captioning. If a captioned video is not obtained by the showing date for your course, you may not be able to show the video.

- Obtain each publisher/producer/copyright owner's written permission to add captions to the videos. You may be able to find a "permissions" or usage form on their respective websites. If not, you may email each copyright owner the following recommended statement:

*"I use the video, (**title**), in my (**course name**) course at Vincennes University. I have taught with it on VHS/DVD from a copy purchased and owned by (**me or Vincennes University**) since (**year**). I am requesting your permission, as the copyright holder, to allow captioning of this video for use in the classroom as an accommodation for a student with a disability enrolled in my course."*

- Submit a completed form for each video, a copy of each video, and written permission from each copyright holder to the Disability Services office in Vigo Hall, south lobby.