

# Access to Course Content: Guidelines on Captioning Audiovisuals

## Section 508 of the Rehabilitation Act Amendments of 1998

To be accessible, technology must permit students with disabilities to receive the educational benefits provided through technology in an equally effective and equally integrated manner. Additionally, people with disabilities must be able to access the information with substantially equivalent ease of use as people without disabilities.

The Board of Regents has determined that all institutions in the USG fall within the scope of Section 508. Course content, to include audiovisuals such as DVDs and YouTube clips, must be accessible to all students, including students with disabilities.

### Guidelines for Faculty

1. Check to see if your audiovisuals have captions or subtitles available. If you need help determining whether your media has captions/subtitles contact the I.T. staff in your building.
2. If your audiovisuals are not captioned, please contact the Collection Management Librarian, [Joy Bolt](#) at (706) 864-1514 as far in advance as possible for assistance in locating or purchasing a captioned version of the video.
3. If a captioned version is not available, please go to step a, b, or c. below:
  - a) Contact the Distance Education and Technology Integration (DETI) Director, [Irene Kokkala](#) as far in advance as possible to arrange for your videos to be captioned. There is no cost to your department for this service.
  - b) Contact Student Disability Services to arrange to have your videos captioned through (AMAC – Accessibility Solutions and Research Center) for a fee (approximately \$2.85 per minute). Each department will incur this expense from their budget. This is an alternative that departments may choose for captioning needs that must be expedited.
  - c) Caption your own videos with Movie Captioner. This software is available to faculty and staff. Please contact the I.T. Help Desk for assistance and support.
4. A Note about YouTube Videos  
Instructors who choose to use YouTube automatic captions should carefully review the captions in advance. YouTube captions are often inaccurate, and may be offensive.  
Alternate Forms of Access  
Alternatives to closed captioning of audiovisuals are required by law to be “equivalent” and “effective”. For information on why sign language interpretation, C-Print captioning,

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and alternate assignments generally do not meet this standard for videos, please contact the Student Disability Services Director, at 678-717-3855.