

# 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.

**Complete one form for each media item/title.**

Allow a minimum of two weeks for captioned item.

Name:
Date of Request:
Course:
Quarter:
Media/Series Title:
Total Media Length Requested:
Format:
Disc #:
Track #s:
<b>Please also list all requested track #s, track titles &amp; track lengths on the back of this page.</b>
Online Format (ie: Panopto, YouTube, mp4):
<b>Please list all requested URLs, titles &amp; media lengths on the back of this page.</b>
Is this media used: Quarterly/Yearly/One time use?
Comments:

After completing this form, email to Kerri Holferty (Access & Disability Services), [kholferty@whatcom.ctc.edu](mailto:kholferty@whatcom.ctc.edu) and Ward Naf (IT), [wnaf@whatcom.ctc.edu](mailto:wnaf@whatcom.ctc.edu) and Ed Harri (Dean of Instruction), [eharri@whatcom.ctc.edu](mailto:eharri@whatcom.ctc.edu)

*Important:*

- Do not use any untranscribed audio recordings or uncaptioned media if you have a student with a captioning accommodation.
- Consider selecting resources that are already captioned. Reuse your materials that have been captioned and share with other faculty. Captioning services cost the college approximately \$2.50/video-minute.
- If you choose to use the automatic captioning in YouTube, you MUST check for accuracy prior to using it. [Adding, editing or correcting YouTube captions](#) can be found on the [Accessibility page](#) of the staff web.

