

## Requesting Written Permission to Caption

If you need captioning for a video that you did **not** create yourself, you will need to obtain written permission from the copyright holder. The permission protocol will vary, depending upon whether it is **online video content** or a **DVD**. See below for full instructions.

### Online Video Content

If you are requesting captioning for **online video content**, first check to see if the video already has captions. If not, you will need to contact the publishers of the website or the video to get written permission. The most comprehensive and legally airtight method of getting permission is to fill out the [Permission Request to Create Captioned Version of Online Media](#), which is found on the [Accessibility in Technology](#) web page. You will fill out the gray highlighted areas of the document, email it to the publishers, and have them sign and date the bottom. However, written permission via email will also suffice. Sometimes this process can be challenging – persistence is key. If you need help finding the publisher’s contact information, ask your department’s library liaison for assistance.

### DVD

First, check to see if the DVD/VHS already contains captions/subtitles. Usually, there is a “Subtitles” DVD menu option or you are able to hit the “Subtitle” button on the remote control.

If the DVD/VHS **doesn’t** already have captions/subtitles, do a basic internet search to see if an updated, captioned version of your DVD/VHS exists for sale. Contact your department’s library liaison for assistance.

If you’re unable to find an updated version on the internet, then you’ll need to track down the publisher and get written permission to duplicate the DVD (in order to add captions). The most comprehensive and legally airtight method of getting permission is to fill out the [Permission Request to Create Captioned Version of DVD](#), which is found on the [Accessibility in Technology](#) web page. You will fill out the gray highlighted areas of the document, email it to the publishers, and have them sign and date the bottom. However, written permission via email will also suffice. Sometimes this process can be challenging – persistence is key. If you need help finding the publisher’s contact information, ask your department’s library liaison for assistance.

After you’ve received written permission:

1. Email a copy of the completed permission form along with the written/digital permission from the copyright holder to the [Copyright Committee facilitator](#).
2. Submit a [Captioning Request Form](#).
3. Submit a technology request through the I.S. work order system to have a copy of the captioning DVD created.