

Lehigh Carbon Community College Video Accessibility Guidelines

LCCC relies on administrators, faculty, and staff to provide equal access to all programs and activities for individuals with disabilities. The college is committed to adhering to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, by providing reasonable accommodations to qualified individuals with disabilities. Individuals who are deaf or have hearing loss (hearing impaired) may require accommodations or modifications to course materials or other college communications.

In accordance with federal law, it is the responsibility of all departments, administrators, faculty and staff to utilize only media products with open or closed captioning or subtitles or provide an alternate format such as a script. When a video is shown in class, employees should ensure that captions are turned on, since doing so benefits all students.

Use of Captioning vs. American Sign Language (ASL) Interpretation

The most widely used means of providing equal access to video content is using products with open or closed captioning or subtitles, whether they are shown in class, assigned outside of class, or utilized for other college purposes. However, while widely used some individuals will require the use of an ASL interpreter instead. Closed captioning and ASL interpretation are not interchangeable and should be decided on a situation specific and individual basis. When determining the needs for your class or event please contact Disability Support Services (DSS) for guidance.

Procedure

New Video/DVD/Film Releases

It is the responsibility of the department, administrators, faculty, and staff to:

1. Purchase and use captioned videos/DVDs/films for teaching or related purposes in the classroom, department, or college-sponsored event.
2. Substitute videos/DVDs/films, which have captioning in the place of older versions without captioning.
3. Update all videos/DVDs/films to include only those with captioning; and
4. Create captions for any college-created video.

Non-captioned Video/DVD/Film Releases

It is the responsibility of each department, administrators, faculty, and staff to:

1. Transition their media materials into captioned and accessible products for all.
2. Seek an alternative to a non-captioned video/DVD/film to one with closed captioning.

3. Decide on whether a non-captioned video/DVD/film is essential to the course or if it may be deleted from a syllabus; or

Live events, including those that are “streamed” or simultaneously broadcast via the web

The intent of captioning live events is to enable hearing impaired viewers to watch *real-time* Presentations such as concerts, plays, seminars and ceremonies, such as Commencement. When video screens are used as part of the event, captions visually provide these viewers with the portion of the content that is available to others via the audio track. Captions not only include dialogue but also identify the speaker, notable sound effects, and other significant audio.

1. Per LCCC policy, it is the responsibility of the department that hosts the event to ensure that captioning is provided whether the event is broadcast live or recorded.
2. The captioning process requires a high level of professional expertise. DSS has approved vendors who can provide this service. Contact DSS for vendor contact information prior to your event. It is suggested that a service contract be established as soon as possible.
3. The financial cost of the digital video recording and captioning should be built in as a budget line item and included along with any other event expenditure items.

Alternative Accommodations for Non-captioned Videos/DVDs/Films in Academic Courses

In the event the college, department, administrators, faculty or staff determine a non-captioned media product is essential to academic course requirements, it is the responsibility of the college, department, administrator, faculty or staff member to meet with the hearing-impaired student to determine reasonable alternatives. Potential alternatives may include but are not limited to the following:

- If a captioned video/DVD/film is not available for the hearing-impaired student, the instructor will provide a copy of the transcript. It is the responsibility of the instructor to contact the publisher to obtain a copy of the transcript.
 - If the student has been provided a American Sign Language (ASL) interpreter for that class they will interpret the video/DVD/film. The interpreter will review the media transcript, if available, and/or preview the video. ASL Interpreters must be informed one week in advance of the assignment.
 - If an ASL interpreter is not assigned the student should receive a copy of the script at least one class session in advance.

Definitions:

Closed captioning: a process where specifically encoded text is placed onto video or other media for the benefit of people with hearing impairment. Normally invisible, closed captioning requires an internal decoder to be activated for viewing on the monitor or television. Closed captioning should always be turned on.

Compliance: All captioning must be in compliance with the Web Content Accessibility Guidelines 2.0. See below.

- [Prerecorded Media](#)
- [Live Event Captions](#)

Open captioning: a process by which text is added to video or other media that is a written translation of the media's dialogue. Unlike closed captioning, open captions require no special decoding equipment for viewing on televisions or monitors and are always displayed and cannot be turned off.

For assistance, please contact DSS at 610-799-1156 or dss@lccc.edu.

