

Copyright Protection Guidelines for Visual Media

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Purpose:

To protect the Copyright of Visual Media in the captioning process, District legal counsel has stated that it is permissible to make a single “temporary” copy of the visual material while being captioned. Upon receipt of the captioned material, the “temporary” copy will be destroyed.

As part of the implementation of Section 508 of the Rehabilitation Act, visual media used for instructional/ educational purposes must be captioned. In the process of captioning the following guidelines are to be followed:

To protect the copyright, the College or Continuing Education will:

1. Request written permission from the copyright holder to caption their product.
2. Materials may be captioned after due diligence (2 weeks) contacting the publisher/producer if no response is received.
3. Make a single "temporary" copy of the master video/DVD which will be held on the library shelf while the master is being captioned.
4. If a “temporary” copy is made it will be monitored and destroyed once the original is returned.
5. Compliance documentation (written permission) will be maintained with the office initiating the captioning and storing the materials for faculty/student access.