## PROCEDURES FOR ACCESSIBLE MEDIA

1. Faculty will complete the online [*Accessible Media Request Form*](http://ati.gmu.edu/acc-media-form.cfm) *(*per *Accessible Media Request Form Instructions)* for all audio and video being used in their courses. Faculty will be required to fill out an online request form for themedia file that requires captioning and/or audio/video description.

a. For Bulk Requests (e.g., 10 or more videos), faculty can use the [*Accessible Media Bulk*](http://ati.gmu.edu/upload/Copy-of-Accessible-Media-BULK-Request-Form_updated-012914.xlsx)

[*Request Form*](http://ati.gmu.edu/upload/Copy-of-Accessible-Media-BULK-Request-Form_updated-012914.xlsx). Once you have completed the form, please email a copy to [amp@gmu.edu](mailto:amp@gmu.edu). b. Most common media types (e.g., .flv, .avi, .mov, .wmv, .mp4, etc.) are accepted.

2. Staff and Faculty will submit media (i.e., Kaltura ‘captions’ tagged files, URL, DVD, etc.) and request forms to the ATI at least 7 days prior to the date that the media is needed in the course. **Please note the following:**

a. Requests submitted less than 7 days from the date that the media is needed may not be completed on time.

b. Audio/Video Description requests should be submitted at least 14 days prior to the date needed.

3. ATI staff will contact faculty to confirm all requests prior to the start of the job. The job(s) will not be started unless an online media or bulk request form has been submitted.

4. In the event that an accessible version is not available, the ATI will evaluate the current media format (i.e., DVD, VHS, streaming video, etc.) and determine the most efficient method for providing post- production accessibility.

a. **Please Note:** The ATI will make every effort to contact the publisher and/or copyright holder for permission to add captions and/or video description to copyrighted works. The addition

of post-production open or closed captions, and/or video description, is for noncommercial, educational purposes only. Mason ensures that the master and work copy (i.e., copy being used to add captions to) are in the hands of a limited number of individuals in the institution and no content in the original media will be removed or modified. Unauthorized

reproduction of the media for any other purpose is prohibited. ([U.S. Copyright Law, Title 17, Section 121 – 10/2009](http://www.copyright.gov/title17/circ92.pdf))

5. Once an accessible copy is available (whether it already exists online, by post-production, purchase, or the library), the ATI will inform staff/faculty making the request on where to access their media.

a. **Accessible media that is purchased or produced by the ATI** - The faculty/staff member will receive an email confirming that their electronic media can be picked up at the ATI Office. For jobs processed electronically (e.g., YouTube), faculty/staff will be emailed a link from which they can access the completed file(s), as well as, each corresponding text file (.TXT). For videos within Kaltura, faculty/staff will receive an email with each corresponding text file (.TXT).

b. **Accessible media that is available through the library** - The faculty/staff member will receive an email confirming that electronic media is available in the library and to contact the [Media Services Librarian](mailto:ljeneman@gmu.edu) to arrange for pick up.

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