# Permission Request to Create Captioned Version of Online Media

January 16, 2014 Grand Rapids Community College Media Technologies  
 140 Ransom Ave NE, Rm. 134  
 Grand Rapids, MI 49503  
 media@grcc.edu, (616) 234-3830

ATTN: Permissions Department   
[Address / Contact information for Copyright/Trademark Owner]

Dear: [Insert contact’s name]

Grand Rapids Community College (GRCC), a public postsecondary education institution, is requesting permission to download a copy of the online audiovisual content listed below to include captioning so it can be used within an instructional setting for educational purposes by students attending GRCC. We are making this request because GRCC has a legal obligation under Title II of the Americans with Disabilities Act (ADA) to ensure that instructional materials are accessible to all students, including those who are deaf/hard-of-hearing, and it does not appear that an accessible version of this online audiovisual media is available.

If a captioned version or a transcript of this online audiovisual media is available, please send us the appropriate URL or access information. Otherwise, GRCC will incur the costs associated with the production of the captioned copy of the material. As part of the captioning process, we will need to circumvent the online contents copy protection system.

This is a time-sensitive request and we’d appreciate an immediate response if possible.

## Materials to Be Captioned:

[Insert Title of publication and publishing details]

Permissions being requested:

* Permission to download a copy of the online content by circumvention of copy protection systems on the above work so the contents may be processed to provide a captioned version for distribution to students only.
* Content would then be captioned and placed either on GRCC's YouTube account (Unlisted only; citing permission-to-use and the publisher in the Description section) or on one of GRCC's internal servers, both options of which would allow the video to be accessible via URL only.
* Use of the captioned version within an instructional setting for educational purposes in accordance with the rights granted by the original lawfully obtained copy.

Your signature on this document confirms that permission has been authorized and granted to Grand Rapids Community College for the uses requested above. A copy of this authorization form will be clearly placed on the media material, along with the date that the permission was authorized. If not granting permission, please mark as refused and return. Thanks for your attention to this request.

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Permissions Department Authorization Signature

Print Name:  
Title:  
Company Granting Authorization: