

Requesting Written Permission

If you need captioning for a video that you did **not** create yourself, you'll need to obtain written permission before Captioning Services can help you. The permission protocol will vary, depending upon whether it's **online video content** or a **DVD/VHS**. See below for full instructions.

Online Video Content

If you are requesting captioning for a **YouTube video**, please just submit a [Caption Request](#). The Media Caption Technician will take care of requesting permission.

If you are requesting captioning for **other online video content**, first check to see if the video already has captions. If not, you'll need to contact the publishers of the website to get written permission. The most comprehensive and legally airtight method of getting permission is to fill out the **Permission Request to CC Media (Online Content)**, which is found on the [GRCC Closed-Captioning Support](#) website. 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 publishers can be a little flaky, so persistence is key. If you need help finding the publisher's contact information, ask your department's [library liaison](#) for assistance.

DVD/VHS

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. If so, please just purchase that version.

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 CC Media (DVD, VHS)**, which is found on the [GRCC Closed-Captioning Support](#) website. 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 publishers can be a little flaky, so 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 that written permission to <caption@grcc.edu>.
2. Submit a [Caption Request](#).

3. Submit a [Duplication Request](#). There is a nominal fee associated with duplication of a DVD/VHS (for materials, etc.). Most instructors just charge it to their departments, so have the name of your BCO and your department's account number on hand.