

KNOW WHEN TO CAPTION

Does your department have videos or plan to create them?
Do you have an upcoming or reoccurring event that includes videos?
Follow our captioning guidelines!



Videos publicly available through:

Department websites, YouTube channels, in person or livestreamed events, etc.

- Must be professionally captioned at time of posting.
- Auto-generated captions are not sufficient.



Videos with restricted access:

Department trainings, tutorials, or content requiring NetID log-in or registration, etc.

- Best practice is to build in a budget line to proactively caption.
- Include an Access Statement prompting users to request captions as needed.

Access Statement

“To request a transcript or a captioned version of this content as a disability-related accommodation, please contact [Content Owner’s name and email or phone number].”

If a request is received, contact DRC at drc-communicationaccess@arizona.edu.



What’s next?

- Review video materials currently posted. Remove content no longer relevant and caption any remaining videos (including departmental websites and social media platforms).
- Build in a budget for captioning future content and events.

This information and more details can be found at:

itaccessibility.arizona.edu/captioning

Disability Resource Center - 520.621.3268