May 10, 2005

GAVILAN COLLEGE

VIDEO ORDERING PROCEDURES

Section 508 of the Rehabilitation Act requires that all electronic and information technology developed, procured, maintained, used or purchased by public agencies receiving federal funds be accessible to people with disabilities.

In order to comply with this law, all new videos (VHS tapes, DVDs, or any other media format) purchased through Gavilan Community College District must be in a captioned format.

STEP 1: Is the video title you intend to purchase closed captioned?

- ❑ YES If yes, attach this form to the purchasing requisition, *no signatures are required*.
- ❑ NO If no, please complete STEP 2.

STEP 2: If the desired video title is not available in a captioned format, the following options are available to the faculty/staff member, Department Chair and/or School Dean:

- ❑ Research and purchase an alternate captioned video title of similar content.

  If the alternate captioned video title is not adequate to fill the need of the faculty or staff member, please choose one of the following:

- ❑ My department has committed to the cost of captioning the video through an outside vendor within one year or sooner based on need (must see Alternate Media Specialist for list of vendors) *or*

- ❑ My department has committed to the cost of providing a transcript of the video through an outside vendor (must see Alternate Media Specialist for list of transcribers).

Title of Video _____

Vendor Name _____

Originator Signature	**Date**	**School Dean/Manager/VP**	**Date**
Department Chair/Supervisor	**Date**	**Alternate Media Specialist/DSPS**	**Date**

Attach this completed video ordering form to your purchasing requisition.