

# Accessible...

## Audio Visual Equipment

**The following points of advice will support staff involved in the use of AV equipment to ensure resources are accessible to students/staff with a range of different needs.**

- Provide students with transcripts of all key video and audio presentations. A transcript can be a useful learning tool, especially if it is used to emphasise key points from video and audio presentations. Transcripts for deaf or hard of hearing will provide access to the same information as everybody else. For more details, please contact the Disability Resource Centre.
- Use subtitled videos and television programmes. Always request subtitled versions when purchasing new electronic resources. Information on BBC subtitles can be found at: <http://www.bbc.co.uk/info/policies/subtitles.shtml>
- In-house videos should also contain subtitles.
- It is good practice to produce a list of electronic resources and clearly indicate which ones are subtitled.
- Other useful resources:
  - Joint Information Systems Committee (JISC) (<http://www.jisc.ac.uk>)
  - TechDis (<http://www.techdis.ac.uk>)
  - British Universities Film and Video Council (<http://www.bufvc.ac.uk>)
  - Media Access Generator (MAGpie) 2.01 (a tool for creating captions and audio description for rich media). It can be downloaded from <http://ncam.wgbh.org/webaccess/magpie/>

**The Disability Resource Centre is available to discuss any aspect of accessibility and is committed to supporting staff in developing awareness and best practice.**