Sample Letter of Authorization Form for Closed Captioning

November 16, 2007

Film Makers Library
124 East 40th St.
New York, NY

Dear Sir:

Berkeley City College requests authorization to modify the video material below to include captioning and descriptive narration. This is an accommodation for our students with hearing impairment. This material is used in conjunction with classroom instruction for educational purposes.

**Portrait of Altine in the Dry Season**
**Behind the Smile**
**Asante Market Women**
**The Sakuldei of Indonesia**

The audiovisual material will be used until such time the material is removed from Berkeley City College collection. Your signature on this document confirms that permission has been authorized. This authorization and date will be clearly placed on the audiovisual material. Thank you for your consideration. Please return this form to Berkeley City College. Attn: Barbara Lass

Sincerely,

Ms Brooks
Instructor

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**Authorization Form for Captioning Video**

Name: ___________________________ Date: ___________________________
Title: __________________________
Company: _______________________

(Printed Name, Title, and Company of Individual Granting Authorization)
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