



Captions and Subtitles Policy

**Communications Division
January 30, 2024**

Today's Topics

- 1. Brief Overview of Captions and Subtitles**
- 2. Captions and Subtitles Policy**

Captions vs Subtitles

Captions

Display words in the same language that is spoken on screen



Subtitles

Display a translation of the spoken words on screen



Three Options Evaluated

| Options | Pros | Cons |
|------------------------------------|---|--|
| Automatic (Recordings and Live) | Easy to implement Cost-effective Improving technology | Accuracy compared to other options |
| Manual (Recordings Only) | High accuracy | Added staff time/.5 FTE Cost Meeting length uncertainties |
| Manual (Live Only) | High accuracy Compatible with Zoom | Added staff time/1.0 FTE Added risk Meeting length uncertainties |



Automatic

How They Work

AI generates English captions and Spanish subtitles

Applicable for

County Board and Committee Meetings
(Live and/or Recorded)

Staff Resources to Implement
Limited

Accuracy

Accepting some errors



- **Purpose:** Establish minimum requirements for providing English captions and Spanish subtitles for Lake County Board Committee and Board Meetings
- **Intent:** Provide viewers at least one option to enable English captions and Spanish subtitles on a live and/or recorded Lake County Board Committee and Board meetings that is available for viewing online
- **Automated captions and subtitles**
 - Provided for viewer convenience
 - Not to be considered official transcription or translation of the meeting
 - Caption and subtitle errors are to be expected
 - The County Board fully acknowledges and accepts that captions and subtitles provided by automated tools will have errors, but believe the increased public access to committee and Board meetings outweighs this risk
 - Meetings recorded prior to implementation are not required to have captions and subtitles



Questions