



BAI Guidelines Audio Description

Introduction

In accordance with the relevant provisions of the Broadcasting Act 2009, the Broadcasting Authority of Ireland has set out the rules required under Section 43(1)(c), to which it has given the title **Access Rules**. The Access Rules were launched on 14th May 2012, and are effective from 15th May 2012. A copy of the Access Rules is available on www.bai.ie or by request from the Authority.

This is the **BAI Guidelines – Audio Description** document. In this document the BAI outlines the general and technical standards required in relation to Audio Description provision. These guidelines are intended to support the implementation of the BAI Access Rules regarding Audio Description. The guidelines may be changed from time to time, as deemed appropriate. The BAI acknowledges the work conducted by the former AUDETEL consortium and the assistance of Ofcom's Guidance on Standards for Audio Description document in the preparation of this document.

Audio Description

Audio Description is a commentary that gives a viewer with a visual impairment a verbal description of what is happening on the screen at any given moment, as an aid to the understanding and enjoyment of the programme.

1. What to describe

The following is a summary of the elements of a programme which should be described.

i) Characters

The character's dress, physical attributes, facial expressions, body language, ethnic background (if relevant to the storyline) and age should be audio described.

ii) Locations

The location including scene changes, whenever possible should be described.

iii) Time of day

The time of day, where appropriate, should be described.

iv) On-screen action

The action on the screen should be described.

v) Sounds or sound effects

Sounds or sound effects which are not readily identifiable should be described.

vi) Subtitled captions

Any on-screen signs or writing which are relevant should be described.

vii) Opening Titles and/or End Credits



2. When to describe

It is important that the audio description does not encroach on the dialogue.

Audio description should occur when there are breaks in dialogue. It can only encroach upon dialogue which is inconsequential or is being subtitled or captioned and only then to impart relevant information or to read the subtitle or caption. If necessary it can occur over song lyrics.

Audio description should not occur over mainstream dialogue. It should not occur over sound effects, where they complement the film or the description or over critical background music.

3. What not to describe

The describers personal opinion in relation to the on-screen action should not be described. For example, something unseen such as the motivation or reasoning for the action on screen should not be described.

If there are mistakes in editing or continuity, these should not be replicated in the audio description.

4. Programme Sound Level

When a descriptive commentary is inserted into a programme, the background level of programme audio needs to be reduced, so that the description can be clearly heard. Care should be taken to ensure the narration sound level does not exceed that of the background.

Generally the narration should be fixed at a constant level. The narrative voice is fixed at a constant level at the start of the recording while the degree of fading of the main sound level at the appropriate junctures can be predetermined by the work station.

5. Audio Description Recording

Unlike sighted viewers, who have the benefit of both visual and aural information, visually impaired viewers rely on the clarity of every word. The description therefore must not be hurried; every word should be clear, audible and timed carefully so that it does not sit uncomfortably close to incoming dialogue.

Whilst the voice should be neutral, it may be important to add emotion at different points in different films to suit the mood and the plot development. In comedy, the narration should be steady but delivered with a slight smile. The description should not, however, become a performance in its own right.

The use of 'filmic' expressions such as 'the camera pans left' etc should be avoided. A description should not censor what is on the screen.

6. Grammar and Language

- i) Present tense should be used with 'present continuous' for on-going activities.
- ii) As much as possible, complete sentences should be used.



- iii) It is important that proper names are used. Visually impaired viewers need to be clear with regard to which character the description refers. The use of 'she'/ 'he' can be confusing for the audience. Any potential for ambiguity when there are several people on screen at once should be clarified with reference to proper nouns.
- iv) Descriptive adjectives are important but must not reflect the personal view of the describer.
- v) 'We see...' 'In front of us...' should generally be avoided.

7. Prioritising information

Setting the scene is an essential part of audio description and without guidance the visually impaired viewer can lose the thread of a story or narrative.

When several people are speaking at the same time, it is important to clarify who is speaking at any given moment. Frequently repeating proper names is helpful so the viewers are left in no doubt as to who is doing or saying what.

Avoid colourful imagery or elegant turns of phrase except where such language complements the style of programme.

Avoid giving too much detail. Minor description details, unless they are the subject of the programme need not be mentioned.

Avoid providing too much description which can dilute the mood of a scene or be exhausting or even irritating.

Personal opinion should not be given or events interpreted, but it is equally important that visually impaired viewers are given key visual clues which may otherwise be missed.

Description should avoid stating the obvious, for example a telephone or doorbell ringing does not need to be described, unless the actual sounds are unfamiliar.

8. Soap operas

Most soap opera does not allow for lengthy descriptions, as dialogues follows rapidly and there are very few purely visual sequences. Visually impaired viewers, who regularly view soap operas, soon become familiar with the character's voices. When a new character is introduced it is helpful to speed up the familiarisation by describing the physical aspects but no need to provide extra biographical information as that can be achieved over the subsequent weeks.

9. Current affairs documentaries

Current affairs programmes offer less scope for description because they tend to be wordy, but each programme should be assessed individually. Subtitles or captions within such programmes should be described.



10. Sporting and Live Events

Combining the description of live programmes with an existing commentary is difficult but can be achieved for some programmes.

Broadcasters can be encouraged to consider the requirements of visually impaired people without the need for audio description (by reducing reliance on on-screen text and tabular data).

11. Children's programming

The BAI has determined that special emphasis should be placed on access services for children. When a description is being written specifically for children's programmes, the vocabulary and sentence construction should be suited to the age group for which the programme is intended. The tone of the narration should also reflect the tone of the programme.

12. Apology for breakdown of service

Where practicable an appropriate verbal apology or explanation is to be transmitted as soon as possible after the loss or breakdown in the audio description service.