

Policy for Requesting Textbooks in Alternate Formats

* Electronic Text* Braille*

Students requesting textbooks in alternate formats must first receive approval for this accommodation from their Disability Management Specialist.

The following are some guidelines for requesting text in alternate formats through the Services for Students with Disabilities (SSD) office.

1. It is very important to participate in **Priority Registration** and request services as soon as possible using the **Schedule Form and Request for Professor Letters** located at the front desk. Check the "Textbooks in an Alternate Format" column for each class in which reading services are required. Please indicate which format would be preferred. **If no preference is marked, the most convenient accessible format will be selected.**
2. Two weeks prior to the semester beginning and the scheduled form has not been completed; **students are responsible** for completing a "Request for Textbooks in Alternate Formats" form for each textbook needed. (For articles/handouts, please fill out a "Request for Handout/Notes" form.) Be sure to include an accurate edition and copyright date to ensure delivery of the correct text. Forms are available at the front desk.
3. Students are responsible for purchasing copies of the standard instructional materials regardless of the alternate format production of that material by SSD. **Due to copyright restrictions students are responsible for providing proof of book ownership to SSD. Books will not be released without proof of purchase.** Textbooks become available at the bookstore 3-4 weeks prior to the start of every semester.
4. Requests for alternate format must be made **at least 14 working days** prior to the date needed (3-4 weeks may be needed during peak times). Students whose disabilities severely limit their access will have priority. Requests will then be processed in the order they are received. **It is beneficial for the student to complete the requests before the start of each semester, as resources are more readily available.**
5. If the materials need to be formatted in our office (scanned/read) students will be requested to provide their copy of all textbooks, packets, handouts, etc. to use in the re-formatting process. If scanning is requested, the book will be cut, scanned and rebound.
6. Students are asked to provide SSD with a copy of the course syllabus for each textbook reading/scanning request.
7. If materials are needed right away, students can scan and reformat it themselves in the computer lab. A "How to Scan" sheet is available at the Lab Tech desk. The book can be sliced to make it easier to scan in the computer lab if requested; ask the lab tech for more information.
8. If you need immediate audio access to text, the SSD website, postings on instructor websites, Blackboard, etc.,
9. Original materials (i.e., books, handouts) not picked up by the end of finals week of each term will be recycled.
10. SSD is not responsible for any damages that may occur as a result of conversion to alternate format.
11. Completed textbooks that are not picked up within the first two weeks of the semester may result in services being reviewed by a Disability Management Specialist.

For specific questions about Alternate Format, please contact the Reading Accommodations Coordinator at (559) 278-2811.

I have read and understood the stated policy and guidelines and agree to comply.

Print Your Name _____

Signature _____ Date _____