ALTERNATE FORMAT TEXTBOOK POLICY AND PROCEDURES

Many students with learning and/or visual disabilities are interested in obtaining their textbooks in alternate formats as an auxiliary aid to assist them with their reading and coursework. Before students receive this accommodation, documentation that clearly supports the need for the request must be presented. Once the accommodation has been approved, you must meet with a DRS staff member to obtain additional information concerning specific policies and procedures as well as how to make effective use of this accommodation.

Typically, between four and six weeks notice (4-6 weeks) is required to acquire (which may include obtaining, scanning, and/or editing) alternate format texts. This wait time can vary depending upon the specific items and the format being requested. DRS will make every effort to obtain materials in a timely manner and in the specific format requested. Consideration will be given to the most expedient manner and format available in the fulfillment of student requests.

General Procedures for Requesting Materials in Alternate Formats

Students requesting alternate format texts must submit a list of books to DRS by filling out the attached DRS Books in Alternate Format Request Form. This form includes (for each requested item):

- Complete course and section number
- Complete title of text
- Publisher’s Name
- Author or authors (editor, if applicable)
- Edition and publishing date
- ISBN number (if possible)

If the book in alternate format is not available through Recordings for the Blind and Dyslexic (RFB&D), students are required to purchase each book they request. In addition, the student must provide a copy of the course syllabus to DRS.

A Variety of Alternate Formats

The following are some of the formats currently offered and supported by DRS:

- Audiotape four-track format recorded by RFB&D.
- Audio CD in Daisy access format recorded by RFB&D
- Audio CD recorded by DRS from scanned Texts
- Electronic Text, scanned and provided to the student on CD or via email
- Electronic Text from the publisher provided to the student on CD
- MP3 audio files from scanned materials provided to student on CD

Several of these formats require the use of specialized hardware or software in order to access the materials. For more information, please see: [http://www.people.memphis.edu/~sds/g-aect.htm](http://www.people.memphis.edu/~sds/g-aect.htm)

DRS will take the student’s specific format request into consideration when seeking alternate format texts. Students are advised that not every item will be readily available in every format. In addition, some text items do not lend themselves to certain alternate formats. When applicable, the alternate format choices will be discussed with the individual student.

Students eligible for alternate format texts must read and sign the following “Alternate Format Textbooks Student Contract”.

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