

Alternate Format Textbook Policy & Procedures
Student Disability Services (SDS)
University of Memphis

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 an SDS 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 alternate format texts. This wait time can vary depending upon the specific items and the format being requested. SDS 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 SDS by filling out the attached SDS 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 SDS.

A Variety of Alternate Formats

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

- Audiotape four-track format recorded by RFB&D.
- Audio CD in Daisy access format recorded by RFB&D
- Audio CD recorded by SDS 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

SDS 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".

Alternate Format Textbooks Student Contract

Once you have been approved for alternate format texts, please review the following information regarding how to obtain alternate format texts and read and sign the contract at the bottom:

1. Register for classes as early as possible and obtain the list of textbooks needed for each course. If textbook information is not available in the bookstore, contact the professor to obtain the needed textbook information. Typically, **four to six weeks is required to acquire alternate format texts**. If you have problems or questions please discuss them with your SDS Coordinator at 678-2880.

Obtaining Alternate Format Text on your own:

2. If you wish to obtain alternate format texts on your own, utilize your membership for Recordings for the Blind & Dyslexic (RFB&D), or purchase E-text and/or Audio texts from bookstores or directly from the publishers.

Obtaining Alternate Format Text Through SDS:

3. If you cannot obtain alternate format texts on your own, complete the "SDS Books in Alternate Format Request Form," and submit this form to SDS.
4. If SDS is obtaining your alternate format texts, provide a copy of each course syllabus for which alternate format texts are needed. The syllabus will provide a reading schedule to be used if SDS must create the text from your original source.
5. If acquiring alternate format texts from sources other than RFB&D, provide proof of book ownership to SDS. In some cases, you may need to provide SDS with a hard copy of the requested texts.
6. **Notify SDS immediately if you drop a course for which alternate format texts are requested from SDS.**
7. SDS will notify you when your texts are available for pick up. Pick up completed textbooks from SDS in a timely manner.
8. If you do not hear from SDS in a timely manner regarding your alternate format text pickup, please contact your SDS Coordinator.

Student Name (Please Print): _____ Date: _____

Student Signature: _____ Semester: _____