

## Alternative Format Policy and Procedure

### Student Responsibilities

1. Register with the Office of Disability Services (ODS) by following the appropriate procedures.
  2. Provide the ODS with appropriate documentation validating the request for materials in alternative formats.
  3. Request your accommodation letter within the [AIM database](#) and specifically state which alternative format is needed for each individual course.
  4. Complete and submit the Reading Materials Form located within the AIM database under Alternative Formats. This form must be submitted for each text need. If you are requesting a textbook, it is vital that you include the title, ISBN, publisher, author, and edition. Students can find this information from the Texas State University Bookstore or on the course syllabus.
  5. Since the time it takes to find or convert a document will depend on a variety of factors, requests for textbooks and/or course materials in alternative formats should be made **as soon as possible**. Failure to notify the ODS within a timely manner may mean that the ODS is unable to arrange the services with the time provided, but will not:
    - a. Prevent the student from making the request, or
    - b. Prevent the ODS making its best effort to provide the service in a timely manner.
- \*Please Note:** The ODS can provide alternative formats in either electronic texts or Braille. Because many materials are available in digital formats, the time frame for the ODS to find and provide the requested electronic text may vary depending on the publisher. Braille materials will take even more time due to the complexity and size of the original text. Therefore, it is essential for students to submit their requests as soon as possible to allow the ODS to obtain and/or convert the requested texts.
6. Purchase or rent a copy of each textbook or course packet for which an alternative format is requested. Provide the ODS with a copy of the receipt to validate proof of purchase. (This action is a copyright requirement. Alternative formats cannot be provided to a student who has not purchased the text).
  7. Provide the ODS with any supplemental assigned readings provided by your instructor. Ensure the professors are aware that the quality of original materials is essential to successful document conversions. Inform them that if they have questions, they can contact the ODS.
  8. If the ODS is not able to find the textbook in an alternative format, then you may provide the office with a copy of the textbook you need so the ODS can convert it.
    - a. The ODS will unbind the book and convert it into an electronic format.
    - b. The ODS will not be responsible for re-binding the book.

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- c. The ODS cannot unbind a rented textbook and convert it.
  - d. Provide the ODS with a copy of the course syllabus for each course in which document conversions are requested so the ODS can ensure it is providing you with the converted material in the order it is needed.
  - e. **\*Please Note:** If the ODS is unable to find the textbook, and you do not wish for the textbook to be converted, then the ODS will consider the requested to be cancelled.
9. Notify the ODS immediately if there are any changes in the status of a request, class schedules, course requirements, alternative format needs, if some or all the readings for a course are no longer needed, or if the course is dropped.
10. Most electronic texts will be provided via email links through the File Transfer system. If the material provided is a Bookshare product, the ODS will send an email with information about how to access the assigned materials via the ODS Bookshare site. For those who need to obtain physical materials (i.e., Braille or large print), please come to the ODS to retrieve those materials.
11. Inform the ODS if there are any problems with the alternative formats.

**ODS Responsibilities**

- 1. Verify that a student who requests alternative formats is registered with the ODS and eligible to receive this accommodation.
- 2. Train students to fill out the Reading Materials Form when necessary.
- 3. Verify proof of purchase of any texts when necessary.
- 4. Acquire or create an alternative format of the text(s) requested in a timely manner. Every effort will be made to find textbooks that are already available in accessible formats. The ODS reserves the right to provide students with other types of alternative formats as necessary to provide access.
- 5. Contact the student to inform them that the alternative format is available and how they should acquire it.
- 6. Assist with problem resolution if the student experiences difficulties in accessing or using the format provided.
- 7. Collect any Braille or large print materials on loan to the student by the last day of finals in the semester.

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### **Copyright Notice**

Copyrighted materials provided or reproduced in an accessible format by the ODS for a student with a disability may not be copied, shared, distributed, or sold, except in accordance with the provisions of the copyright laws.

### **Agreement**

I hereby certify that I have received, read, and agree to abide by the Alternative Format Policy and Procedure.

I agree that I will not copy or reproduce alternative format materials nor allow anyone else to do so pursuant to the requirements of the Copyright Revision Act of 1976 as amended (17 U.S.C. § 101 et seq.) and the Texas State University Student Handbook Computer Software Use Policy. Failure to adhere to this policy may result in violations of federal or state law and university policy.

I understand that this agreement will remain in effect as long as I am a student at Texas State University.