

# Aims Community College - Disability Access Center (DAC) Alternative Text Request Form

**Aims ID:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_  
**Preferred Phone Number:** \_\_\_\_\_

I am requesting my course material be converted to the following format (Circle one):      Braille              Enlarged Text              E-text

Are you a member of RFB&D? (Circle one):      YES              NO  
*If YES, Please contact them at 1-800-221-4792 to determine availability of your text in audio format.*

### 1) Book Information

Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Year: \_\_\_\_\_  
Edition: \_\_\_\_\_  
ISBN: \_\_\_\_\_  
CRN Text Will Be Used For: \_\_\_\_\_

### 3) Book Information

Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Year: \_\_\_\_\_  
Edition: \_\_\_\_\_  
ISBN: \_\_\_\_\_  
CRN Text Will Be Used For: \_\_\_\_\_

### 2) Book Information

Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Year: \_\_\_\_\_  
Edition: \_\_\_\_\_  
ISBN: \_\_\_\_\_  
CRN Text Will Be Used For: \_\_\_\_\_

### 4) Book Information

Title: \_\_\_\_\_  
Author: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Year: \_\_\_\_\_  
Edition: \_\_\_\_\_  
ISBN: \_\_\_\_\_  
CRN Text Will Be Used For: \_\_\_\_\_

### Requesting Textbooks:

Eligible DAC students must make requests for alternative media after priority registration and by the sixth week of the preceding semester for which they need those materials. Late requests will delay timely production. All DAC students are eligible for priority registration. Students must attach their class registration when submitting this request form for course textbooks. However, certain mathematical and scientific equations are not convertible into readable materials. Students who make requests for alternative media must provide staff with proof of book purchase before alternative media files can be provided.

### Additional Requested Materials (check type):

- |                                       |  |                                     |
|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Textbook     | <input type="checkbox"/> Course Packet   | <input type="checkbox"/> Handout    |
| <input type="checkbox"/> Article      | <input type="checkbox"/> WebCT pdf       | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Library Book | <input type="checkbox"/> Library Article |                                     |

### Requested Format (check type):

- Word       RFT       PDF       Enlarged Text       Braille

**Requesting Library Materials:**

Students may request course-related materials held on reserve or other materials that cannot be checked out from the University Library. Library Staff will create accessible files in the requested format marked above. The library is not responsible for full texts. The library is not responsible for converting poorly developed digital files.

**Requesting Short Materials:**

Students may request handouts, syllabi, internet files that need conversion, and any other materials needed for their classes. Turnaround time for digital files is 48 hours and 72 hours for Braille. Staff is not responsible for converting poorly developed digital files or for converting poorly photocopied materials.

**Pick Up:**

Requests for Textbooks or Short Class Materials are picked up at the DAC office. Requested Library Materials are picked up at the circulation desk in the Library.

**\*NOTE: RFB&D NO LONGER OFFERS BOOKS ON TAPE. They now only offer Audio Plus Digital Daisy Books on CD which requires that you have either a CD Player you can buy from RFB&D, check out for use from the DAC, or obtain relatively inexpensive software for playback on a Windows based computer. Visit [www.rfbd.org](http://www.rfbd.org) to visit RFB&D's Website, choose Players and Accessories to view products and prices for playback devices and software. (You may have to turn off pop-up blocker to view as the link will open in a new window)**

**I understand that I am responsible for returning all RFD&D materials provided to me by the end of each semester.**

For E-text, if DAC can not obtain the book from the publisher, I will need to provide your office with a purchased book for scanning. In the process of scanning my book, the pages will be cut from the binding. When the conversion process is completed, the pages will be spiral bound and returned to me. Every effort will be made to convert material in a timely fashion. However, it is the responsibility of the student to initiate the process with enough lead-time to foster success. Material turned in later than one month prior to the beginning of the semester will be produced as quickly as possible, but may cause a delay in receiving the material by the date needed. Material turned in after the start of the semester must be accompanied with a syllabus before any conversion to alternative format will take place. I agree not to reproduce or distribute any alternative text materials nor can anyone else be allowed to do so. Any further reproduction or distribution is considered copyright infringement. By submitting this form, I understand the outlined conditions and agree to these terms.

<b>For Staff Entry</b>		Expected Completion Date:	Actual Completion Date:
Date Received:		Date Completed:	
Student Pick Up Date:		Student Signature:	