

Disability Access Services Alternative Text Request Form

Name: _____
Date: _____

Aims I.D.: _____
Aims Email: _____

Requesting Textbooks:

Eligible Disability Access Services (D.A.S.) students must make requests for alternative media **by the fourth week of the preceding semester** for which they need those materials. Late requests will delay timely production. 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. If purchasing books at the Aims Bookstore you can request a second receipt be printed at the time of purchase.

Are you a member of RFB&D or Bookshare? Yes No

We strongly encourage you to become a member of RFB&D (Recording for the Blind & Dyslexic) and/or Bookshare. If you are not a member, please talk with D.A.S. staff to learn how. This will allow you to download your own textbooks as well as fictional text in various downloadable formats. Due to the high volume of requests we receive, there might be a time delay in our office providing alternative texts to you.

I am requesting my course material be converted to the following format (Check one):

Braille Enlarged Text Audio E-text

ALL REQUESTED BOOK INFORMATION MUST BE INCLUDED:

1) Book Information

Book Title: _____
Author: _____
Edition: _____
ISBN: _____
Class Text Will Be Used For: _____

2) Book Information

Book Title: _____
Author: _____
Edition: _____
ISBN: _____
Class Text Will Be Used For: _____

3) Book Information

Book Title: _____
Author: _____
Edition: _____
ISBN: _____
Class Text Will Be Used For: _____

4) Book Information

Book Title: _____
Author: _____
Edition: _____
ISBN: _____
Class Text Will Be Used For: _____

5) Book Information

Book Title: _____
Author: _____
Edition: _____
ISBN: _____
Class Text Will Be Used For: _____

6) Book Information

Book Title: _____
Author: _____
Edition: _____
ISBN: _____
Class Text Will Be Used For: _____

Please Complete
Both Pages

Additional Requested Materials (check type):

- Textbook Course Packet Handout Article
 Web C.T. pdf PowerPoint Library Book Library Article

Requested Format (check type):

- Word RTF PDF Enlarged Text Braille Audio

Requesting Short Materials:

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

Pick Up:

Requests for Textbooks, Short Class Materials or converted Library Materials are picked up in the Library.

I understand that I am responsible for returning all alternative text materials provided to me by the end of each semester.

FOR E-TEXT: If the text cannot be obtained from the publisher, the student will need to provide D.A.S. with a purchased book for scanning. In the process of scanning the book, the pages will be cut from the binding. When the conversion process is completed, the pages will be spiral bound and returned to the student. 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. The student must 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.

Student Signature _____

Date _____

FOR OFFICE USE ONLY:

Date Returned _____

Received By _____

Please Complete
Both Pages