

Policy and Procedure

Policy Number: 246

Subject: Alternate Format Books – Digital/Audio/Braille

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Revision Date:

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Subject: Alternate Text

Authorities:

Purpose:

To order alternate format text books in digital, large print, audio or Braille.

Scope:

This includes all digital, audio, large print and Braille books. This accommodation may be appropriate for individuals with learning disabilities affecting reading, limited vision, blindness, acquired/traumatic brain injury, attention deficit, and/or psychological disabilities where memory or concentration are affected.

Definitions

Digital Media - Digitized content (text, graphics, audio, and video) that can be transmitted over internet or computer networks.

Audio Media - Refers to analog tape cassettes and digital CDs as well as to computer files containing *audio* in any number of digital formats, including Daisy format.

Braille media – Embossed using Braille code or digital media intended for Braille tactile feedback devices

Nemith Code - special type of Braille used for math and science notations.

Policy:

Students who require alternate format books or materials should meet with disability services to establish a plan and identify the type of media to be used.

If the College provides a book in alternate format, the student must demonstrate ownership of the book and meet all requirements of the publisher before receiving alternate format materials. Any materials provided are for use of the recipient, only, and cannot be transferred to another individual or entity.

The College does not provide personal devices or software to students. However, the Learning Resource and Technology Center has accessible computers and software for student use on campus. In addition, students may be eligible to receive personal devices and/or software from other agencies.

Procedure and Responsibilities:

Student Responsibilities

Students with visual, physical, or learning disabilities are encouraged to apply for free memberships, when possible. Students who have individual memberships to an organization providing alternate text, including National Library Service for the Blind and Physically Handicapped or Bookshare.org, must access their own account first.

Braille books require additional time to obtain, especially if the book does not already exist in Braille format, the book must be embossed, or the book requires Nemeth code Braille. Because book lists are not always available in the time needed to acquire Braille format, students are encouraged to use digital and audio formats when possible. If Braille is necessary for learning, contact Disability Services as soon as possible to plan.

1. Register for services with Disability Services and request alternate format texts.
2. If appropriate, apply for service with the National Library Service for the Blind and Physically Handicapped. Applications are available in Disability Services.
3. Each term, provide Disability Services with course schedule and a book list as soon as possible and allow at least three weeks to acquire materials.
4. Contact Disability Services when notified that the book is available or to check on availability.
5. Provide proof of ownership of the book and sign the service agreement prior to receiving the book.
6. If the book is not available in alternate format, work with Disability Services to use scan and read software available in the Learning Resource and Technology center.
7. If Braille materials are required, work with Disability Services on each book. A syllabus may be needed for books sent in installments. New Braille materials can take as much as a year of preparation.
8. Notify Disability Services of changes or problems with materials.

Director of Disability Service Responsibilities

1. Receive the request for alternate format.
2. If the request is for digital or audio media:
 - a. Contact the publisher for permission and rights to the material. Disability Services maintains a list of publishers and most have websites for ordering materials. For publishers not on the list, contact the publisher directly.
 - b. If the book is not available from the publisher and the student qualifies for Bookshare.org, search for the book on Bookshare.org. The student will need to be registered with Bookshare.org and download software to read daisy format materials or obtain a Daisy reader from State Services for the Blind Communication Center.
 - c. If the book is unavailable at Bookshare.org and the student qualifies for National Library service, contact State Services for the Blind Communication Center, 612-642-0500 to find the book or obtain an estimate for having the book recorded.
 - d. If the book is unavailable from any source, the remaining options are to:
 - Train the student in use of scan and read software, such as OpenBook or Kurzweil, to allow the student to access materials independently.
 - Arrange to scan materials internally for the student using the course syllabus to schedule scanning.
 - Arrange for scanning through an outside service, such as Badger.
3. If the request is for Braille media, contact State Services for the Blind Communications Center, 651-642-0500, to request a search for the book:
 - a. If the book is available, arrange for purchase and delivery.
 - b. If the book is not available, request cost and lead-time from State Services for the Blind and from other agencies, such as Volunteer Braille Services of Minnesota.
4. Obtain proof of ownership of books, as required by the publisher, and student signature on agreements prior to providing materials.
5. Maintain a file of service agreements and provide copies to publishers, as requested.

Dissemination:

Disability Services / Internal



Reviewed by Campus Roundtable: 10/28/13, 2/3/14

Reviewed by Faculty Shared Governance: 11/06/2013

Reviewed by Student Senate: 1st Reading and approved 11/13/2013

Reviewed by Managers Meeting:

Approved: 02/03/2014

Robert Musgrove, Ph.D., President

Date