

ALTERNATIVE MEDIA

ACCESSING ALTERNATIVE FORMAT MATERIALS

POLICY AND PROCEDURES

A goal of the Educational Accessibility Services is to facilitate equal access to printed course materials for participation by students with a documented need who are enrolled in credit-granting courses. Some formats are: Braille, large print, and CD's, etc. EAS supplies each student with the website for downloading of the "Read Please," which is a free software program that allows a student's computer to read CD (textbooks, handouts, etc.) to them. This must be an accommodation granted to the student by an EAS Learning Specialist during the intake process.

You must be registered for your class/es as soon as possible. EAS suggests that you register during the Early Priority Registration period. Once you are registered, you are responsible to do the following:

- 1.) Contact the bookstore and ask them for a list of your books. This can be done by providing them with the course number, section number, and the name of your instructor.
- 2.) Contact your professor to verify that each reference from the bookstore is correct.
- 3.) If you are unable to get in touch with the professor, call the secretary from the department and ask her/him for this information and/or for the professor's e-mail address. You may need to inform them that you require this information ASAP due to placing a request in with the EAS office in order to receive your materials in alternative format.
- 4.) Contact the publishing company or companies and ask if they have your textbook/s in alternate formats, such as on CD's, Large Print, electronically, etc.

Note: If you have problems getting a list of your books from your professor or the department, please call your Learning Specialist at the EAS office for assistance.

Prior to bringing your text books to the EAS office you need to call the following agencies to check on book availability. Students with personal Recording for the Blind (RFB&D) memberships are responsible for acquiring and returning their own RFB&D audio or digital (CD's) texts. Students who are accessing RFB&D tapes or digital recordings through EAS institutional membership must return borrowed tapes or digital recordings to EAS at end of each term. You are also asked to call the National Library Service and American Printing House for the Blind. EAS will not produce alternative formats of any materials that are already available in alternative formats from one of the following agencies:

- 1.) Recording for the Blind and Dyslexic (RFB&D): 800-221-4792. www.rfbd.org

- 2.) Library for the Blind and Physical Handicapped, a division of the National Library service for the Blind and Physically Handicapped (NLS): 800-992-9012. www.michigan.gov/sbph
- 3.) American Printing House for the Blind: 800-223-1839. APH has a comprehensive database called “Carl et al,” containing a list of all books that they have available in alternative formats. Be sure to have the ISBN for any book you wish to order using APH. In most cases searching APH is necessary only if you need a Braille or large print textbook. www.aph.org

If your materials are available through one of these agencies then you should have them delivered directly to you. If EAS ordered them for you from RFB&D then they will be delivered to the EAS office at which time you will receive a call to come in and pick them up.

If your books are not available at any of the above sources please submit an EAS Alternate Media Request Form along with a copy of your class syllabus, the book/s or materials that need to be produced and the proof of purchase for the books, (bookstore receipt). While EAS may already have a book you require available in alternate format, you are still expected to purchase the book in order to be in compliance with copyright laws. **It is required that you bring your books into the EAS office at least 6 weeks prior to the start of the semester.** Books are to stay in the EAS office in order for the staff to work on.

This service is performed on a first come first serve basis. A specific time line for completion is unavailable and depends on specific projects. Errors may occur in the scanning process. Graphic information, such as tables, charts, diagrams and others, may not scan accurately.

Alternate Formats for Exams

Educational Accessibility Services provide exams in the following formats: Readers, Scribes, Large Print, Braille or electronic form to be used with a computer using adaptive software. Please reference the Educational Accessibility Services Alternative Testing Policy for other procedures relevant to scheduling and taking exams.

CD Distribution Policy

Background: EAS’ most commonly used form of media is the compact disk (CD). Once EAS receives your textbooks and they are scanned, the produced material is placed on a CD for you to use with your home computer. You will be instructed to download the reading program called “Read Please” from the internet. This is a free program that will allow you to have your books be read to you from your own PC, or if you use JAWS, this program will also read the product.

- 1.) All CD’s are property of Wayne State University, Educational Accessibility Services office and must be returned to the EAS office for future use.

- 2.) You have the option of bringing in your own CD's and someone in the EAS will place your book on it and then it is yours to keep. It will be noted on your request form.
- 3.) For Student's who do receive books on WSU CD's, They must be proofed for errors, by you, within a week of you receiving them. We ask that you do this as soon as possible in order to prevent problems later. If we do not hear back from you, then we shall assume that they are okay.
- 4.) Students who are requesting alternate materials should make note that the production process requires us to remove the cover and bindings of your books. This means that your book will be returned to you in that state and will not allow for you to return it/them for resale.

Large Print Distribution Policy

Educational Accessibility Services has Closed Circuit TV's that electronically magnifies and dynamically enhance text in real time in three of the office's study/exam rooms for students to use. This method allows students to read nearly any print without the need to manage large paper versions of textbooks and other reading materials.

This office will also scan and copy materials needed onto a CD. You will need to fill out a "special" request form and bring in a copy of your syllabus and reading materials. If it is a textbook, then you are required to bring in proof that you purchased your books, the receipt is required.

The CD can then be used along with JAWS that will read the text to you or it can be used with ZOOM TEXT, giving the students an enlarged copy of their materials.

When alternate formats are required for your class, you are to complete a request form and bring in a copy of your class syllabus along with the original materials. Please check with your professors and ask that assignments are included, if not a part of the original syllabi.

Students who are requesting alternate formats of their texts should note that the production process requires us to remove the cover and binding. This means that your book will be returned to you in that state and will not allow for you to return it/them for resale.

These procedures are time consuming and you must bring in your requests as soon as possible. The traditional turn around time on a textbook for enlargements is 6 weeks.

EAS will enlarge text materials provided by a student when they are essential for participation in a credit-granting course in which the student is enrolled. The student must provide the EAS office with the textbook and a receipt of each textbook required.

Class handouts, syllabus, etc., materials other than required class text, are considered "Special Requests" if a student is asking for Alternate formats of classroom materials. Requests must be made in a timely manner, giving the EAS office staff adequate time in order to produce the materials. If a Professor or Instructor can not provide you with the

alternate format required, the student is asked to make an appointment with their EAS counselor in order to explain the situation and to come up with an agreed upon accommodation.

Production cost for alternate formats of text is significant and is the property of Wayne State University, Educational Accessibility Services. EAS requests that students who are using the service cooperate by returning all materials at the end of the semester in which they are used. This will allow EAS to store the text for future use and it will also cut down on cost for the reproduction of the material and turn around time.

CD's are also the property of Wayne State University, Educational Accessibility Services office and must be returned to the EAS office for future use. You have the option of bringing in your own CD's and someone in the EAS office will place your book on it and then it is yours to keep. It will be noted on your request form.