

Books in Alternative Text Helpful Tips and Guidelines

This document was developed to familiarize our students for requesting books in alternative text procedures. Please follow the 5 guidelines below, to help us to serve you better.

TO DO LIST:

1. Complete the **Books in Alternative Request Form**. To obtain books in alternative text, you'll need to complete the form and describe each book that you will need in alternative text. The form has 5 sections, therefore you'll be able to request up to five books on one form.
2. Return the completed form 6 weeks before class begins, along with a copy of your class schedule, to increase the likelihood of receiving your alternative text in a timely manner. Return the completed form to CSD in the black top left bin by the Support Staff office - Rm #205. Or you can complete the form on-line and email to EXAMSCSD@ntc.edu.
3. Proof of purchase is required, before CSD can supply you the text in an alternative format. A copy of your book receipt is sufficient. Some publishers require the proof of purchase prior to ordering, in this case you may be required to purchase your books in advance.
4. The student will need to sign forms, agreeing to return the materials at the end of the semester and to abide by the copyright stipulations. Signatures are required for both, alternative text and for equipment, if needed.
5. You must alert CSD if you decide to drop or change any classes in which alternative text was previously requested. Also alert CSD if you change your mind and no longer need your books in alternative text. Your file will be updated accordingly.

FYI ONLY:

If the desired text is not available in the CSD inventory, we'll either order a copy through the publisher or Recording for the Blind & Dyslexic (RFBD) in any format that is attainable. If not available, arrangements will be made to have the text scanned or read. The student will need to provide CSD a copy of the syllabus to either assist the person scanning or the reader.

We cannot guarantee late requests will be filled.

If a request for an alternative textbook cannot be filled due to time constraints or other factors, the use of scanning equipment, voice technology (WYNN), and other options may be explored.

For your convenience we have 4-track handi-cassette recorders, bookports, victor vibes and victor classics that may be borrowed for the semester, as inventory permits. You'll need to complete the required paperwork and must return this equipment in good working condition at the end of the semester.

If you need assistance or have any questions, please feel free to ask. You can contact either Lynn Brunke or Karen Quick in the CSD department in person, by email "examscsd@ntc.edu" or phone: Lynn Brunke at 803-1129 or Karen Quick at 803-1125.

Signature: _____ **Date:** _____
I have read the above and will comply with the guidelines and recommendations it contains