

## **Alternative Media Request Process University of North Alabama Disability Support Services**

Disability Support Services (DSS) facilitates book scanning requests for students who are eligible for this service. Under Public Law 104-107, educational institutions are permitted to reproduce and distribute copies of published works in alternate formats for individuals with visual impairments or other disabilities. In order to maintain the integrity of the service and comply with law, the following obligations apply:

1. I am currently registered at the University of North Alabama
2. I am registered with DSS, where a confidential file of my disability verification is maintained and the disability prevents me from "using standard instruction materials."
3. I am required to purchase the book and submit the receipt of purchase to the DSS office with my request.
4. I understand that I need to make a request by completing an Alternative Media Request Form and submitting it to the DSS office before the beginning of the semester in which books are needed because there may be up to a **6 week processing time** to receive requested book(s).
5. I understand that alternative media requests must be made each semester, as needed.
6. I understand that once a request is approved, the DSS staff's recommendation with student preference will be used to determine the specific alternate format.
7. I understand that alternate format text provided to me is for my own educational use only. The material is copyrighted and may not be reproduced or distributed to others. Any further reproduction or distribution in any format is an infringement of copyright laws and subject to legal actions. Therefore, **I will not copy or reproduce the text provided by DSS, nor allow anyone else to do so.**
8. I understand that if the book is not available from the publisher, DSS will need my copy of the book to create the alternative text. The campus print shop or the DSS office will then cut the binding off the book. The pages will be scanned, edited and converted to an accessible file. The print shop will then re-bind the book with plastic coiled rings, **if possible.**

Therefore, I understand that **I may not be able to rent, return or re-sell my textbook due to its altered condition.**

9. Late requests for alternative formatting will be honored in the order they are received which may result in a delay of receiving the alternative format.
10. I understand that questions regarding e-textbooks or other alternative formats should be addressed directly to the DSS staff.

I have read and/or reviewed the previous information and had the opportunity to ask questions and/or for clarification. I understand the process and conditions of the services listed above and my signature is my commitment to adhere to these responsibilities and terms.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please answer the following questions:**

Have you searched for an electronic version of the book you are requesting?

Yes                       No

Have you purchased the books you are requesting?

Yes                       No

Do you plan to purchase an electronic version or a hard copy of the book?

Electronic Version     Hard Copy

**Alternative Media Request Form**

**Please complete and return this form to the Disability Support Services 6 weeks prior to the semester needed.**

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Semester and Year**

\_\_\_\_\_  
**Date Received in DSS**

L00 \_\_\_\_\_  
**Student ID #**

\_\_\_\_\_@una.edu  
**Email Address**

\_\_\_\_\_  
**Contact #**

1.			
	<b>Course Name and Number</b>		<b>Instructor's Name</b>
	<b>Book Title</b>		<b>ISBN #</b>
	<b>Author(s)</b>	<b>Publisher</b>	<b>Copyright</b> <b>Edition</b>
	<b>DSS Notes:</b>		

2.			
	<b>Course Name and Number</b>		<b>Instructor's Name</b>
	<b>Book Title</b>		<b>ISBN #</b>
	<b>Author(s)</b>	<b>Publisher</b>	<b>Copyright</b> <b>Edition</b>
	<b>DSS Notes:</b>		

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	<b>DSS Notes:</b>		

4.			
	<b>Course Name and Number</b>		<b>Instructor's Name</b>
	<b>Book Title</b>		<b>ISBN #</b>
	<b>Author(s)</b>	<b>Publisher</b>	<b>Copyright</b> <b>Edition</b>
	<b>DSS Notes:</b>		