

Alternate Format Text Request Procedures

Before submitting any requests, please encourage students to check the Hunter College Bookstore's web section to see if any of their texts are available in a digital format. This would save the student time, and the digital version may be less expensive.

Some publishing companies also offer the option of purchasing the textbook in digital format from their own websites. Ask the student to look under "all formats" on sites such as Amazon.com and Barnesandnoble.com. There is often a digital format or an audio download available.

Students need to be informed that either of these options is less expensive than purchasing the textbook.

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How to Request Books in Alternate Format

Eligibility and service is based upon disability and documentation. **All students must be found eligible before referral is made.**

Please note that requesting a text in **ALTERNATE FORMAT** *does not* mean requesting BOOKS ON TAPE. Books on tape are one of the options, but not the only option. Many students prefer the text as a text file for their computer.

Requirements Necessary Regardless of Formatting

As long as the text is required for the course, there is no limit to the number of texts students can request.

There are two forms the student needs to complete.

1. The Alternate Format Agreement Form
2. The Alternate Format Request Form

The following information must be included and completed, in order to process the request:

Student Information

- Name
- Contact Info (phone, email)

Text Information

- Title
- ISBN
- What format they want the text in (computer file/tapes/CDs)
- A copy of the receipt for the purchase of the text.
(We cannot legally request the text without proof that it has been purchased)
- Author
- Date/Year
- Edition
- Cost of the text
- Course and Professor the text is for (often it's easiest to just make a copy of the syllabus)

Requesting a Text File

When requesting a text file, the student will be using software such as Jaws or Adobe. The file is usually in PDF format or is in Word document. These software programs are available on all the computers in the Access Center and an assistant is always available to help the student learn how to use the program.

How is the student's request processed?

- The text and student information is collected,
- The request is input into the AMXDB (Alternate Media Exchange Database), which would help to search the nationwide database for the title,
- The text is requested from the publisher in case it is unavailable from the database.
- Upon receipt of the text from the publisher, a disc (CD) is created for the student,
- The student can keep the disc.

Once the file is obtained, it is then available for other similar text requests. In addition to Hunter College and other CUNY campuses, other nationwide students that are part of AMXDB can use these files.

Please note, although many blind and visually impaired students have the necessary software on their computers at home, some students may rely on Access Center's equipment to be able to access their text.

Requesting Books on Tape/CD:

RFB&D (Recordings for the Blind & Dyslexic) is contacted upon receipt of a request for tape or CD. The title of the text must be always provided in order to process this request. However, should the title not be available, it will then be requested from the publisher. The tapes and CD's require a special player which is provided at the Access Center and it is to be only used on location.

Please note the following:

- These tapes or CDs cannot be played on a personal disc or media player. Students may need to purchase the necessary disc/ tape player from RFB&D to be able to access the information at home.
- The discs or tapes must be returned to the office at the end of the semester to be returned to RFB&D.
- The students cannot keep a copy of the text, nor can it be shared with other schools through AMXDB.
- The process of request and receipt may take any time between 3 to 6 weeks. With RFB&D requests, the students' personal membership will advance the process. The students cannot request texts directly from the publisher.

Please contact the Access Center, Room North 300, with all your questions regarding requesting texts in alternate format, 212-772-5478.