

Reading Services Guidelines

Eligibility

- Students with a documented disability of Blindness or Visual impairment.
- Documentation on file with the Office of AccessABILITY (OA) must clearly state the need for this service.

Student Responsibilities

- Reading service request forms should be completed immediately after registering for a course and are due no later than two weeks prior to the start of the semester. Please have in mind the days and times that you would want to schedule your reading sessions when filling out the Request for Services Form.
- The OA provides two hours of reading per week for each course. Depending on the course content, students may request additional reading time to be approved by the office. However, the use of other sources beyond a reader is necessary and must be utilized.
- All reading sessions must take place ON CAMPUS locations only. The use of the library study rooms or the Access Center is recommended.

Notify the OA of any Schedule Changes

- Such as dropping or withdrawing from a course.
- If a student adds a course in the first three weeks of a term, he/she will be expected to use alternative reading methods, (see section on other reading sources), until the OA locates and assigns a reader.

Absence

- Readers will remain at the reading location for 15 minutes. If the student has not arrived, the reader will leave and report the absence to the OA.
- If a student knows of an impending absence from a reading session, he/she must notify the OA at least 24 hours prior to the scheduled reading time. Three absences without proper notification and medical documentation will result in the termination of services.

Materials to be Read

- Readers will read the student whatever course-related material the student requests within the two hours a week time-frame.
- However, we advise that the student acquire their textbooks on tape or digital recording in order to maximize the use of their reading services. (Please see the section on other reading sources).

Time Sheets

- Students must initial readers' time sheets at every reading session as well as sign the time sheets every two weeks.

Contact with Reader and the OA

- Students and readers should exchange emails and phone numbers so that they may reach each other directly if needed.
- Students should reserve a room in the library for reading sessions and inform the OA of the location and times.
- Please contact the Coordinator of Class Accommodations; call (212) 772-4883, or visit our office in 1214B East.
 - If a student has concerns regarding reading
 - If a Reader is late
 - If a Reader is absent

Additional Reading Resources

To accomplish all of the reading required in a college course, you will need to use additional resources beyond a reader, including:

- Books on Tape (*see p. 3*)
- The Reading Edge machine and other screen reading software available in the Hunter College Access Center
- Volunteer readers (*see p. 3*)

[Chapter 219 of the Education Laws of 2003](#) provides that all students who have a print disability should have access to alternate text formats through publishing companies, at a comparable price to the printed version.

To find out more about how to benefit from this legislation, contact the Access & Technology Center staff at (212) 772-4857

Volunteer Readers

Lighthouse for the Blind

East 59th Street (between Lexington and Park)

New York, New York

(212) 821-9200

www.lighthouse.org

Books on Tape

- In order to make the necessary arrangements for books on tape, you should first make a list of the texts required for your courses. You can get this information in the academic department or the Hunter College Bookstore.
- Begin this process as soon as you have registered for courses, to ensure that the tapes you need arrive in time.
- For TEXTBOOKS on tape, students should contact:
Recording for the Blind and Visually Handicapped
545 Fifth Avenue, Suite 1005
New York, New York
(212) 557-5720
- For NON-TEXTBOOKS on tape, or in Braille, students should contact:
The Andrew Heiskell Library for the Blind and Physically Handicapped
40 West 20th Street
New York, New York
(212) 206-5400
www.talkingbook.nyp.org

Reading & Scanning Software

- The Access & Technology Center located in HN-300, has scanning and reading software as well as CCTV's. Please contact the center for further details at (212) 772-4857.

To request an Alternate Text Format

1. Sign the Student Agreement form and return it to the Coordinator of Class Accommodations
2. Include your Request for Services Form

Scheduling of your reading services cannot begin unless *both* of these forms are submitted.