

## Student Accessibility Services ALTERNATE TEXT REQUEST

Semester/Year of Request: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Choice 1. Fill out the top portion and indicate the book title, author, edition/year and publisher for each class and required book(s) for which you are requesting alternate text. Return this form to the SAS Office as soon as you register for each semester.

Choice 2 Log on to my.nmsu.edu, select Student tab, Registration link, submit the current semester (default). Select the link, "Textbook information (NMSU Bookstore @ Barnes & Noble College)" (it is the second link from the bottom). Then select "Go to Bookstore Website." Print out the list of books and cross out any you do not want in alternate text. Attach to printout to this form and check the box below:

I have attached a copy of my Barnes and Noble textbook printout.

Once your alternate text is ready, we will notify you. If you will pick it up or have it transferred to a flash drive, make arrangements to drop by our office as soon as possible, but no later than **five days** after notification.

Class (Name/Number/Sec.): \_\_\_\_\_ Instructor: \_\_\_\_\_

Book(s) Requested: \_\_\_\_\_

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Proof of Purchase
1					
2					
3					
4					
5					

Class (Name/Number/Sec.): \_\_\_\_\_ Instructor: \_\_\_\_\_

Book(s) Requested: \_\_\_\_\_

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Proof of Purchase
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Class (Name/Number/Sec.): \_\_\_\_\_ Instructor: \_\_\_\_\_

Book(s) Requested: \_\_\_\_\_

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Proof of Purchase
1					
2					
3					
4					
5					

Preferred format requested: PDF Daisy Kurzweil 3000 Braille Other: Please specify: \_\_\_\_\_

Please note: We may not be able to provide your preferred format. If we can't, we will discuss other options.

Assistive Technology Used: \_\_\_\_\_

## **Student Accessibility Services Alternate Text Agreement**

Before submitting your Alternate Text Request form, you may wish to consider one of the options listed below.

1. Many publishers are now offering e-books. Be sure to do research on each e-book before purchasing to ensure that it is compatible with your assistive technology. If it is an option that will work with your text-to-speech/screen reader program, you may wish to think about purchasing.
2. You can also purchase audiobooks from places such as Audible.com ([www.audible.com](http://www.audible.com)) or Librovox (<https://librivox.org/>) or investigate audiobook apps for your mobile phone. If your book is available, and you feel this will be work for you, you may wish to get your text in audio format.
3. Bookshare offers free alternate text if you have a print disability. You will need specialized software to read their books, but there are free options for apps and software. Their website is [www.bookshare.com](http://www.bookshare.com).
4. Some books are available for free from Project Gutenberg at <https://www.gutenberg.org/>.

If none of the above options work, submit the Alternate Text Request Form.

I have read, understood and agree to the following (please initial each statement):

- \_\_\_1. I will notify Student Accessibility Services every semester if I want to request alternate formats and will fill out and sign an Alternative Text Request Form for the books that I am requesting. Only **required** readings/books will be provided.
- \_\_\_2. I can only receive alternate text for the section of the class in which I am enrolled and will notify SAS if there are any changes in my schedule or my need for alternate text has changed, e.g., dropped the course, a change in the syllabus, etc.
- \_\_\_3. I will make my request for materials in alternate media when I register for classes. It is advisable to allow at least four weeks' notice prior to your need for the electronic text.
- \_\_\_4. I have purchased a physical copy of the text needed in alternate format and will provide a copy of the receipt or show the books to Student Accessibility Services.
- \_\_\_5. If requested, I will provide SAS with a copy of my syllabus/reading schedule for any course.
- \_\_\_6. I will be contacted when my text is available. If at any time after I receive the etext, I find there is a problem/concern, I will notify SAS as soon as possible. Email notification is preferred.
- \_\_\_7. At the end of each semester/session, please return any equipment that was checked out. Delete all alternate format materials by the last day of the semester/session and return any CD's that were checked out.
- \_\_\_8. NMSU Copyright Acknowledgement Form. The contents of all books are protected under copyright law. Distribution of alternate formats of books/publication or other materials at NMSU is limited only to a specialized population that has provided documented evidence of a disability. Copying, sharing or redistributing books in any form to any person is strictly prohibited by law and is a violation of publishers' rights. Violators face possible civil or criminal penalties. I promise not to copy, share or redistribute alternate formats in any form, to any person.

I agree and understand all the terms and conditions on this form.

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**Signature of Student Receiving Alternative Format**

**Printed Name:**

**Date:**