



Procedure for Requesting Materials in Alternate Formats

- Students seeking alternate formats of print materials must submit *documentation* to the Academic Center for Excellence (ACE) that supports the request and be approved for alternate formats. Bryant's *Guidelines for Documentation* are available at ACE and on the Bryant website.
- Students are encouraged but not required to purchase *Learning Ally* to search for and order audio books (ask ACE for the Learning Ally handout). Students may also choose to purchase audio or e-texts rather than print materials and should verify that the text is compatible with Bryant's Kurzweil screen reading software. ACE may recommend other means of acquiring an accessible format.
- Students who choose to request alternate formats through ACE should complete the *ACE Request for Materials in Alternate Format Form* for each book and submit it to the ACE Assistant Director of Access Services.
- Students who request alternate formats through ACE are required to purchase each book they request and provide proof of book ownership (receipt of purchase) to ACE. In some cases, students may need to provide ACE with a paper copy of the requested materials and/or a course syllabus.
- If e-text is not available from the publisher, ACE will obtain permission from the publisher to scan the student's book/s. It is understood and agreed that the binding of the book will be 'chopped' off and the book will not be rebound when returned to the student. Alternatively, the student may use the Kurzweil 3000 screen reader located in the library to 'read' the book.
- ACE will take the student's specific format request into consideration when seeking and obtaining alternate format materials. However, students are advised that not every item will be readily available in every format. In addition, some text items do not lend themselves to certain alternative formats. When applicable, alternatives will be discussed with the individual student. Please note that ACE does not edit/convert alternate formats or e-texts.
- Typically, between four and six weeks advance notice is required to acquire alternate formats through ACE. This wait time can vary depending upon the specific items/format. ACE will make every effort to obtain materials in a timely manner and in the specific format requested. Consideration will be given to the most expedient manner and format available in the fulfillment of student requests. To that end, students may find themselves in possession of materials in a variety of formats depending upon availability.



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- Distribution of alternate formats may be via email, shared internet drives, flash drives, CDs, and may rely on student pick-up.

Please direct questions to:

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