

## Accessible Media (AM) Guidelines

Accessible Media (sometimes referred to as Alternate Media) converts printed materials, such as textbooks and classroom handouts, into different formats. This allows students to read the material using a computer. Accessible Media can include electronic text, large print, audio materials and braille. Upon student request, the Accessible Media Team provides accessible files for required and recommended course reading assignments. This includes textbooks, syllabi, handouts, materials posted to Blackboard, etc. The AM Guidelines below are designed to advise students how to request and receive AM services in a timely manner.

Contact the Accessible Media Team at [AlternateMediaTeam@csc.edu](mailto:AlternateMediaTeam@csc.edu) or (614) 287-5910 for questions.

### 1. Enroll in courses as soon as scheduling becomes available

All students registered with Accessibility Services are eligible for Priority Registration. This means registered students can sign up for classes four days earlier than other students, allowing for extra time to plan their schedule and choose classes that work well for them.

\*Textbook conversions can take up to 6 weeks to produce. Advance notice is especially important. Early course enrollment (if promptly followed by an AM request) enables AM staff to produce and complete Accessible Media before the start of class.

### 2. Submit requests for Accessible Media as soon as possible

Students approved for Accessible Media will need to make a request every semester. Submitting requests as soon as classes are scheduled is crucial. Submitting an AM request as early as possible increases the likelihood that materials will be ready by the start of a semester. The Accessible Media Request form is filled out and submitted online: [Alternate Media Request Form](#). The AM Team is available to help students complete this request form as needed.

\*An inaccurate or incomplete request increases the risk of a delay in receiving AM files. When dropping/adding a course, or if an instructor changes the required textbook, please notify the AM Team by filling out an updated form as soon as possible.

### 3. Introductory AM Training (Monday - Friday, 10am-3pm)

In addition to the AM Request form, students must complete an introductory training to discuss the request process and assistive technology information. Appointments can be scheduled 10am-3pm Monday through Friday by using the [Accessible Media - Student Appointment Request Form](#).

\*Appointments may potentially be scheduled outside of these hours by contacting the AM Coordinator at 614- 287-5910.

## 4. Email Instructors in advance when materials other than textbooks are needed

Once an instructor has been assigned to a course, it is a good idea to email them several weeks prior to the start of the semester if all course materials (textbook, syllabus, homework assignments, etc.) will be required in an accessible format. These are referred to as “Extra Materials.” This will help guide a conversation between the instructor and the Accessible Media Team and provide the AM staff with more time to begin converting the necessary materials. If multiple attempts to contact an instructor have been unsuccessful, the student should notify the AM Coordinator at [AlternateMediaTeam@csc.edu](mailto:AlternateMediaTeam@csc.edu).

\*Students requesting accessible textbooks ONLY (and not requesting any additional classroom materials) do not need to email their instructors in advance. Only an Accessible Media Request and proof of purchase are required for textbooks.

## 5. Identify courses for which Accessible Media is being requested

When submitting an AM Request, students should provide the class name AND number (i.e., ENGL 1100). AM staff works in collaboration with the CSCC Bookstore to determine what textbooks are required for each course.

\*Students MUST be currently enrolled in the courses for which Accessible Media is being requested. The Accessible Media staff cannot produce any textbooks/materials for classes not listed on the student's schedule at the time the AM Request is received.

## 6. Submitting materials for conversion

### Textbooks

Occasionally, some textbooks are difficult to obtain from the publisher. If this is the case, AM staff may contact students via their CSCC student email to request to borrow their hard copy of the textbook for scanning and conversion. Typically, the AM Team will only borrow a textbook for 2-4 business days, but the timeframe is dependent on the workload at that point in the semester. AM staff will borrow textbooks when it works best for the student's schedule and will get the hard copy of the text back to them as soon as possible. If contacted by the AM Team, textbooks should be dropped off at the front desk in Eibling Hall 101.

\*Please do not drop off textbooks unless contacted by the AM Team.

### Extra Materials

Additionally, other hardcopy classroom materials can be requested for conversion into an accessible format. First, ask the instructor if they have a digital copy of the document/s that can be emailed. If they do not have a digital copy, please drop off a hard copy of the materials at the front desk in Eibling Hall 101.

\*It typically takes approximately 2 business days for Extra Materials to be converted and uploaded to Blackboard.

## 7. Copyright requirements

Accessible Media staff cannot release files until proof of purchase is provided. Students must upload proof of purchase via Blackboard to unlock access to textbook files. Proof of purchase can be a photograph of a receipt, scanned copy of a receipt, or screenshot of an online receipt. If a student does not have access to their receipt (for example, it was lost or thrown out), please contact the AM Team at [AlternateMediaTeam@csc.edu](mailto:AlternateMediaTeam@csc.edu) to discuss other options. Proof of purchase must match the textbooks required for scheduled courses.

\*If changes are made to a student's class schedule after an AM Request has been received, an updated copy must be submitted.

### When will Accessible Media be available?

Accessible Media can take up to six weeks to produce, which is why advanced notice is extremely important. Timeframes for receiving AM can vary and depend on the end format needed by the student and the types of courses the student is taking. For courses that are extremely common/popular, AM materials may be ready much faster. However, for very specialized content, on rare occasions, some course materials may take longer. While Accessible Media may take up to six weeks to produce, the AM Team makes every reasonable effort to provide students with accessible materials as soon as possible. Completed AM files are added to the student's AM folder in Blackboard to be downloaded.

\*Students may contact AM staff to check on the progress of their request if it has been at least one week since the request was submitted.

### Standard Production Time:

Producing fully edited Accessible Media takes approximately ten (10) business days for most textbooks, and two (2) business days for most extra materials. Some specialized texts and extra materials may take longer than the standard production time and may be delivered on a rolling basis. This can be due to:

- Subject Matter: Math, Science (including Computer Science), Modern Languages
- Paper Production: Braille or large print that requires reformatting and/or re-pagination
- Scan Conversion: marked-up hard copy materials or illegible copies requiring extensive text input by keyboard

In instances where specialized content is impacting the typical production period the AM staff will inform the student that it will be delivered on a rolling basis. This means that the student will receive content in sections instead of the entire textbook at once. It is the student's responsibility to remain in contact with AM staff regarding class deadlines (check due dates on course syllabus; if no due dates are

listed, confirm due dates with instructor). . ections of textbooks and/or extra materials will be uploaded to the student's Blackboard folder as soon as they are complete.

## “Recommended” Reading Assignments:

Upon request, reading assignments recommended to the whole class may also be converted into Accessible Media when needed for a class/course paper. The standard production turnaround times do not apply to AM requests for recommended readings, which have lower priority than AM requests for *required* readings. The volume of pending AM requests for required readings, end format required by the student, and the quality of the original document for the specific recommended reading, all affect turn-around time.

## Where to find completed Accessible Media files

When Accessible Media files are ready, all digital files will be posted to the student's “Alternate Media Textbook Pick Up” folder on Blackboard. Accessible Media in a paper format (e.g., Braille or large print) are available for pick-up on Eibling 101.

## Immediately notify Accessible Media staff of any problems

Promptly inform the Accessible Media Team of any problems with AM files or documents. AM staff will investigate the reported problem and take appropriate steps to resolve any issues.

## Appropriate usage of Accessible Media Files

The Accessible Media Request form will ask the student to confirm they understand the following points:

- Textbooks must be purchased to fulfill copyright requirements
- The student must be officially enrolled in the courses for which materials are requested.
- Understanding that an Accessible Media introductory training appointment is required, if not already completed.
- Any materials provided by Accessible Media may not be copied, shared, or distributed in any manner that violates copyright law. By submitting an Accessible Media request, the student is affirming that all Accessible Media materials will be handled appropriately.

If a student sells the original hard copy version of a copyright protected text, the converted Accessible Media version should be self-deleted by the student. For rented textbooks, the AM staff will timestamp textbook files for deletion from Blackboard at the end of the rental period.

## “DIY” options

There are several do-it-yourself options available for obtaining materials in a digital format. The student may contact the AM Team if guidance is needed when using DIY options.

\*Using DIY options does not preclude a student from obtaining Accessible Media files via the AM process if the request falls within the guidelines in this document.

## Self-Search

There are many databases/inventories of electronic books/materials (some in an accessible format, others not). A student may be able to locate an existing electronic copy of the book needed on their own—many electronic books are available for free, such as, BookShare, or for a nominal fee, e.g., Learning Ally.

\*If the electronic copy located via these databases requires additional editing, the AM staff may be able to assist if:

- The material is a required or recommended course reading.
- The student has submitted an AM request form.
- The electronic document is not "locked" by the publisher, preventing editing. (In which case, the student may have to provide a different version, e.g., hard copy of the book/materials).

## Self-Scan

There are two options available to self-scan hard copy printed materials when the amount of material involved is small, and the materials are needed very quickly.

There is a flatbed scanner (with multiple formatting choices) in the Accessibility Services' computer lab. Students may use this scanner at no charge. If scanning assistance/instruction is needed, AM staff are available during walk-in hours.

The Multimedia Support Center (MSC), located on the first floor of the library in room 109, provides access to flatbed scanners. The trained MSC staff may be available to assist students in scanning.