

## Alternative Text Format Procedure

As an academic accommodation, students may receive access to alternative formats of textbooks (e.g., audio files, file formats that can be read by text-to-speech software). This document outlines the conditions related to that access, which is mindful of U.S. Copyright laws and laws related to academic accommodations.

Copyright law section 121 allows authorized entities such as Institutions of Higher Education (IHE) to provide copyrighted works in accessible formats to students with print related disabilities. Section 107, the fair use doctrine, also touches on the general right to use copyrighted works without permission when multiple factors of equity are weighted in.

### Requesting Alternate Formats:

- [You must submit a written request for EVERY text needed in alternate format via the Alternate Text Request form](#) You can also find the form on our SMCM website under the Guidelines & Procedures tab; there is a "Request Alternative Text" button.
- You are strongly encouraged to request course texts at least four weeks before the semester begins or as soon as course texts are posted to allow for the needed time to locate files and if necessary, prepare files if an alternate version does exist.
  - If you join a class after the start of the semester, submit your requests ASAP. The Office of Accessibility Services (OAS) will work with you to get the texts as quickly as possible.

### Supported File Types at SMCM

1. SMCM is able to provide alternate text formats in Word or PDF version for use in the Kurzweil text-to-speech software.
2. SMCM is able to provide audio file access (typically in MP3 format) for personal use on student devices (e.g., phones, computers, tablets).
3. With some lead time, SMCM can access large print or Braille versions of the texts, if required.
4. If SMCM is not able to locate an alternate format through the typical channels, the OAS will scan or otherwise mediate the material to create an alternate format.

***Important: To make the conversion, OAS may need to alter/destroy the text in such a way it cannot be returned/resold by the student.***

### **Student Responsibility**

- The alternate format is only approved for personal educational use.
- You cannot share or otherwise distribute the alternate format.

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