



Disability Management Systems/Student Disability Access Office

402 Oregon Street, Suite 102, Box 90142, Durham, NC 27708, Telephone: (919) 668-1267, Fax: (919) 668-3977, TTY: (919) 668-1329

<http://www.access.duke.edu>

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## BOOKS IN ALTERNATIVE FORMATS (BAF)

The Student Disability Access Office (SDAO) provides alternative formatted Books to ensure equal access to required course books for qualified students. These books include, but are not limited to, Braille, E-Text, Audio Book/MP3, and Print Enlarging. Books in Alternative Format is provided only for courses for which the eligible student is currently enrolled. All books will be provided in accordance with all copyright laws and regulations.

SDAO will make every effort to honor the student's preferred format. However, SDAO will determine which format can be delivered to the student in the shortest amount of time considering such factors as the content and volume of the material, the date of the request, and current available resources. Converting printed books is a very time-consuming process. Some requests may take up to six weeks, or more (i.e. Braille). Typically, the turn-around time ranges from 3 days to 3 weeks. It is imperative that all BAF requests be submitted to SDAO as soon as course registration is completed by the student. Please note that SDAO prefers not to scan used books containing excessive marking. It should also be noted that when a text is put through the conversion process, there may be some typographical errors in the final product due to the process of converting printed text into electronic formats; however, SDAO will make every effort to correct these errors.

Some examples of alternative formats that are available include:

Accessible PDF's – An Accessible PDF's can provide access in multiple ways. Accessible PDF's can easily be enlarged on-screen, adjust contrast, marked up or highlighted by students, and accessed using Adobe's Read Aloud feature, Voice Over on Mac, or read aloud by text-to-speech software (Read&Write Gold and Kurzweil).

Permission must be obtained from the publisher as some publishers have been known to take up to *six weeks* to produce the alternative format; however, SDAO can and will convert printed textbooks to alternative formats if the publisher is unable to provide the requested alternative format in a reasonable and timely manner.

In the event that the publisher cannot provide an electronic format of the requested text, SDAO will seek permission from the publisher to convert the textbook ourselves. SDAO will require that the student deliver the purchased book to SDAO in order for the binding to be removed and the individual pages then scanned and processed through OCR (Optical Character Recognition) software. All files provided by the publisher are checked and tested for accessibility through Adobe Reader. It is *unlikely* that the turnaround for scanning a textbook will take longer than five to ten business days before the student receives the electronic version of the book back for use; however, the process may take longer than expected due to unforeseen events. Please know that every effort will be made to expedite the delivery of the alternative formatted text to the student. SDAO will re-bind the books for the student at the expense of SDAO if requested by the student as denoted and initialized by the student on the Agreement of the Use of Recorded, Electronic or Other Alternatively Formatted Course Materials form. Please note that the binding will be different from the manner in which it was originally submitted to our office (for example: the book may be returned with a spiral bound).

Enlarged Print – A student who needs enlarged print books are typically encouraged to purchase the E-book version of their book, which can then be enlarged on their personal computer/tablet screen. Books from instructors can be enlarged to 11x17 paper size.

Digital/E-Books – An E-book is an electronic version of a printed book that can be read with a handheld electronic device or computer. The student should first determine if the textbook requested is already available in a digital format. Books in electronic format will also facilitate access to large print. More and more textbooks are being offered as E-books from publishers. When available, E-books can be purchased through the Duke bookstore or other vendors in lieu of/or in addition to, the hard copy (i.e. Nook, iBook).

Audio Book/MP3 – For a student needing an audio version of their books, *other than an Accessible PDF*, the following can be used (some technical and math books may not be able to be converted to audio due to the nature of their content):

Learning Ally – <http://www.learningally.org> – Learning Ally provides books in audio format (DAISY: Digital Accessible Information System). SDAO pays for an organizational membership, but provides it free of charge to students. Learning Ally does NOT require the hard copy of the textbook to be purchased in order to access their books. SDAO will create a student account and send the log-in information in an email to the student. The student can then download the book(s) for use with their tablet, computer, or smart phone.

Bookshare – <http://www.bookshare.org> – Bookshare provides books in DAISY or digital Braille format, free of charge. SDAO must determine qualification. Hard copy purchase is not required.

SensusAccess – [http://access.duke.edu/alternative\\_media/submit.php](http://access.duke.edu/alternative_media/submit.php) - SensusAccess is a FREE document conversion tool provided by Duke DMS. Anyone that has a Duke email address can upload a file, enter a URL, or simply type in the text you wish to be converted to MP3, Braille, E-book or accessible PDF format. The result is returned via email.

Students and faculty who wish to have books, class, or course materials converted into any of the above mentioned formats should start by scanning the documents. There are scanners at various locations across campus and in all of the Duke Libraries. Once the materials are scanned, go to SensusAccess ([http://access.duke.edu/media\\_conversion/index.php](http://access.duke.edu/media_conversion/index.php)) and upload documents and chose the output format desired.

## REQUESTING ALTERNATIVE TEXTBOOKS

Student must be registered with the SDAO and approved to receive BAF as an accommodation.

Student must be enrolled in the course for which the materials are being requested.

Student must either complete an ALTERNATIVE TEXTBOOK REQUEST FORM (available from SDAO) OR provide the information below for EACH TEXT as soon as possible after registering for classes:

- Title
- Author(s)
- ISBN (10 Or 13 digit #)
- Edition
- Publisher
- Proof of purchase (copy of receipt)

\*Please note that a request received that is missing any of the above information cannot be processed.

You may send this information either by email, fax, or US mail to the address below:

Email: [rebecca.mcmillan@duke.edu](mailto:rebecca.mcmillan@duke.edu)

Fax: (919) 668-3977

Mail: 402 Oregon Street; Suite 102

Durham, NC 27708