

Disability Services Center

How to Obtain Textbooks and Course Materials in an Alternate Format

Students approved by the Coordinator of the Disability Services Center (DSC) for Alternate Format Textbooks and/or Course Materials should complete the following steps each semester for which they are requesting accessible materials. Students must complete the “[Alternate Format Materials Request Form](#)” at least 3 weeks prior to the first day of the semester, in order to obtain textbooks in alternate format by the first day of class. Requests for alternate format textbooks may take up to 3 weeks, if not longer, so it is important to submit requests as soon as a course schedule has been established. Alternate media requests for course materials should be made as soon as possible, allowing 3-5 business days for processing.

How do I locate course textbooks and course materials, and submit an Alternate Media Textbook or Materials Request?

1. Locate course textbooks and course materials.
 - a. To locate: OWU homepage → Current Students → OWU Self Service → Find Courses (Left side under Login) → Textbook Search → Choose appropriate semester and Department → Find appropriate class and instructor → Locate required books for the course.
 - b. Can't find a textbook? Contact the professor directly to obtain the book list for the course if the Self Service list does not contain textbook information for one or more of your courses.
2. Purchase (or Rent) textbooks. Download course materials. **Keep the receipt, confirmation email, and/or proof of purchase.**
3. Complete the Alternate Format Textbook/Course Materials Request Form on the DSC website under “Forms”. [You may also find it by clicking this link.](#) Each textbook must have a separate request.
4. Submit receipt, confirmation email, and/or proof of purchase to the DSC in person, by email, or by fax. Proof of purchase is not required for course materials provided by the professor.
5. Contact the DSC to confirm receipt and approval of request, or if you have any problems locating textbooks, course materials, or receiving a reply from the professor.
6. The DSC will provide your textbook or course material in alternate format by email or by flash drive*

*requires pickup from DSC

If the DSC cannot locate an accessible PDF or audio version of the textbook or course materials, you will be notified to:

1. Drop off applicable purchased textbooks to the Duplicating Department in the SCSC. Do *not* drop off rented textbooks for spine removal to the Duplicating Department.

2. Drop off applicable purchased (unbound) or rented textbook(s) to the DSC.
 - a. If the textbook was **purchased** (recommended): you are approving the DSC to remove the binding of the textbook, scan the textbook, and have the textbook rebound with metal or plastic spirals by the OWU Duplicating Department in the SCSC.
 - b. If the textbook was **rented**, the DSC will not remove the binding. The DSC will scan the textbook and return it back to you as soon as the scanning process is complete. **This will likely cause a delay in receipt of the requested alternate format textbook.**
3. Provide course materials to the DSC.
4. See step #6, above.
5. Purchased textbooks can be re-bound with a spiral by the Duplicating Department.

Student Responsibilities

To what do I agree when the Disability Services Center receives my proof of purchase of the converted materials?

- Any and all converted textbooks and class materials are limited to personal use.
- Electronic copies of textbooks and class materials may be created and stored on the DSC computer system for as long as is required to allow alternative formats to be created.
- Copies of converted textbooks and class materials may not be made accessible or passed on to a third party or posted anywhere on the internet or any intranet.
- The original electronic copy may only be lent or given away with written approval of the publisher. In such an event, any accessible copies and associated electronic files must be deleted or transferred with the original.
- The converted textbook and class materials will not be adapted, edited, altered, amended or distorted in any way, other than to enable full access, without our written permission.
- Any rights the author may have in the work are respected.
- The Student, University or College has purchased or rented a print copy of the text.
- Will respect the copyright holding of the publisher.