

## OHLONE COLLEGE ALTERNATE MEDIA REQUEST POLICIES

1. Eligibility for this service is determined by the Students Accessibility Services Director, Counselors, or LD Specialists and is based in part on the professional documentation provided by the student.
2. Request for materials in alternative format will be considered on a case-by-case basis. Once a request is made, preference will be given to the format specified by the student. However, the recommendation of SAS professionals will be used in determining the specific media format for each academic course.
3. Alternate media must be requested each semester. For each book title requested, the appropriate request form must be filled out (see reverse side of this form) and given to the SAS front desk or the Alternate Media Specialist.
4. Alternative format requests must be submitted as soon as the student learns of their need. Late requests will be honored provided that the students who make the request understand that the Alternate Media Specialist will make every effort to complete the request in a timely manner.
5. **Students requesting textbooks in Alternate format must own a physical copy of the textbook and provide a receipt showing proof of purchase before alternate media will be given to them. The binders of all textbooks requested in Alternate format will be removed if the Alternate format is produced by Ohlone College. Textbooks will be rebound by Ohlone Student Accessibility Services Office.**
6. The student will not copy or reproduce any material provided by SAS, nor allow anyone else to do so. Misuse of this material may result in disciplinary action by Ohlone College.
7. Students will be provided with one alternative format copy for each material required for academic use. Materials provided in alternative formats are copyrighted and may not be reproduced or distributed in a format other than a specified format exclusively for use by blind or other persons with disabilities. Any further reproduction or distribution in a format other than a specified format is in infringement of copyright law.
8. Student questions regarding alternative format request completion should be addressed to the Alternate Media Specialist at [wlin@ohlone.edu](mailto:wlin@ohlone.edu) or (510) 659-7373 or on the Fremont campus in Building 7, 2nd floor, Room. 7225.

## **OHLONE COLLEGE ALTERNATE MEDIA REQUEST FORM**

Please complete this form fully, print it, sign it, and submit it to Student Accessibility Services (SAS) as early as possible in order to ensure that you may receive your materials in a timely manner.

### **Student Information**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Semester: \_\_\_\_\_ Course: \_\_\_\_\_ Section # \_\_\_\_\_

Instructor: \_\_\_\_\_

### **Book Information**

Book Title: \_\_\_\_\_ Edition: \_\_\_\_\_

ISBN #: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

### **Please select the type of Alternate Media you are requesting:**

\_\_\_\_\_ Kesi (Kurzweil/Firefly)    \_\_\_\_\_ PDF    \_\_\_\_\_ DOC (MS Word)    \_\_\_\_\_ TXT    \_\_\_\_\_ RTF

\_\_\_\_\_ Audio Book (no text)    \_\_\_\_\_ Braille

\_\_\_\_\_ Large Print (please indicate the font size and style): \_\_\_\_\_ Font Size \_\_\_\_\_ Font Style

\_\_\_\_\_ Other (Specify your preferred format): \_\_\_\_\_

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*By signing this form, I recognize that I have read the Alternate Media policies and procedures and will abide by the standards presented in this document.*

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of \Ohlone College SAS Counselor, LD Specialist or SAS Director**