Disability Resource & Support Center
**Alternate Formats of Textbooks & Classroom Materials**

As an instructor, you will encounter students who require an alternate format of textbooks, handouts, or exams. Students with sight or learning disabilities may be granted this type of accommodation.

The Disability Resource & Support Center (DRSC) provides by request classroom materials in alternative formats. Such formats include electronic, audio, and Braille. The DRSC retrieves electronic copies of textbooks using four different methods:

1. **AccessText.org** is a conduit between the publishing world and us, with a shared mission to ensure students with disabilities have equal access to their textbooks in an accessible format and in a timely manner. This is typically the fastest way to receive electronic copies of texts. A list of publishing companies partnered with AccessText can be found at http://www.accesstext.org/about.php.

2. **Bookshare.org** offers the world's largest collection of accessible titles. Books requested from Bookshare are provided in audio and electronic Braille. A list of publishing companies partnered with Bookshare can be found at https://www.bookshare.org/cms/partners/publishers/publisher-partners.

3. **PublisherLookup.org** was established to help disability support services professionals find the correct publisher contact from whom to request electronic files of textbooks in order to support students with print-related disabilities. When existing electronic copies of texts are not available through the first two methods, the DRSC will request texts from the publisher directly. It can take up to 8 weeks (or longer) for the DRSC to receive textbooks through this manner.

4. **Scanning the student's book** is the last option available to the DRSC. After the publisher gives permission and the student brings in the textbook, the DRSC removes the binding, uses a scanner to retrieve an electronic copy, then rebinds the book.

There are times when handouts or tests for the class are not accessible to a student with a disability. Such items may be scanned documents, word processor documents, or pictures. Faculty can submit these items to the DRSC for conversion into an accessible format for the particular student. The size and format of the item will vary the amount of time required for conversion; therefore, it is important to submit any such items to the DRSC as soon as you are informed by your student that they will be affected.