

# **Alternate / Electronic Textbook Request**

## **Policy and Procedure**

### **Student Accessibility Services**

#### **Roger Williams University**

**effective date: July 1, 2011**

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The office of **Student Accessibility Services (SAS)** provides accommodations to ensure accessibility of textbooks required by courses and programs for eligible students with qualifying disabilities.

**SAS** provides the following **points of access** for eligible students to obtain alternative forms of textbooks. Student Accessibility Services will assist students who are approved for electronic text accommodations to locate the best **point of access** for your textbooks/book needs.

#### **POINTS OF ACCESS:**

1. **Learning Ally** [www.learningally.org](http://www.learningally.org) - individual membership only
2. **Kurzweil 3000** - SAS Learn Stations with e-text or scan of pages
3. **AccessText.org**
4. **Nook Study** – via B&N College (Barnes and Noble)
5. **Bookshare.org**
6. **Student's choice**

#### **Getting started:**

1. The accommodation process begins with a student scheduling a meeting with an SAS staff member. The SAS office is located in the Center for Academic Development on the 2<sup>nd</sup> floor of the Main Library.
2. Student must provide documentation to the SAS office to verify that he/she has been approved / recommended for e-text accommodations.  
<http://www.rwu.edu/academics/centers/cad/dss/documentation/learningdisabilitiesrequirements.htm>
3. Accommodations are determined on a case-by-case basis and are based on current documentation of need. Documentation must substantiate the need for e-texts.

4. Students may request alternate text formats at anytime. Please note that processing may take from 4-6 weeks at the start of each semester, i.e. early September and early February.
5. SAS will not accept requests ON DEMAND (same day, next day, etc.)
6. In order for SAS to help a student secure e-texts in advance he/she **MUST** be sure to start the process as soon as course registration for next semester's classes has been completed. (November-January for the Spring semester and April –July for the Fall semester)
7. SAS encourages students to request *Priority Registration* to help with timely, pre-semester book ordering
8. As soon as a student registers for courses, SAS recommends using the Points of Access on page 1 of this Policy to determine where books will be obtained.
9. The *Alternate Textbook Request* form will ask for the following information - publisher, ISBN #, etc.
10. To obtain textbook information, check the following link to the **Barnes and Noble Bookstore at RWU**: <http://rwu.bncollege.com>
  - a) at the HOME page click on TEXTBOOKS
  - b) STEP ONE: Find Your Course 1-4
  - c) STEP TWO: Review Your Course / View Textbook List
  - d) YOUR COURSE MATERIALS will display with title, ISBN, access to text, etc.
11. When textbooks are **not** available though the Points of Access within this Policy, student must notify the SAS office immediately so that we may determine other methods to acquire the necessary publication, or so that we may scan and adapt the book directly.
12. Please note, in order to scan books the binding must be taken apart and then put back together, often resulting in the book *not* being in its original condition when returned to the student. Therefore, book scanning is only done when all other options have been exhausted.
13. Additionally, in order for SAS Staff to scan any form of a textbook, the student must provide documentation (a receipt) verifying proof of purchase of the hardcopy of the textbook.
14. Once a request has been filled for an alternate form textbook, the student will be contacted at the [student123@g.rwu.edu](mailto:student123@g.rwu.edu) address and asked to come into the SAS Office to retrieve and sign for the receipt e-book.
15. By completing and signing the *Alternate Text Format Request*, a student is agreeing to abide by U.S. copyright laws and will use the text for academic purposes only. Student will not reproduce the material without permission.
16. All e-text in PDF format on CD are to be returned to SAS at the end of each semester for inclusion in the e-text Library.