

## Accessibility Services Office

### How to Obtain Textbooks and Course Materials in Accessible Media

Students approved by the Coordinator of the Accessibility Services Office (ASO) for Accessible Media Textbooks and/or Course Materials should complete the following steps each semester for which they are requesting accessible materials. Students must complete the "[Accessible Book Request](#)" 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 accessible media 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. Accessible 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 Accessible 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 [Accessible Media Textbook/Course Materials Request Form](#) on the ASO website under "Forms". You may enter all textbooks for a single class on one request. Every class must have a separate request.
4. By clicking yes on the form you can provide proof of purchase of the book if requested. Proof of purchase is not required for course materials provided by the professor.
5. Contact the ASO if you have any problems locating textbooks, course materials, or receiving a reply from the professor.
6. The ASO will provide your textbook in a shared folder on Google Drive\*

\*requires download of book to personal computer

**If the ASO 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 ASO office. The books are scanned and formatted into a readable PDF format. No damage is caused to the textbook during the scanning process. Rented or borrowed books can be scanned.
2. Provide course materials to the ASO. Please allow 3-5 business days for books to be scanned. Student will be notified by email when the books have been uploaded.
3. Digital version of the textbook will be uploaded to a shared Google folder and will remain available through the entire semester.
4. Students will need to download the books to their personal device to have full access to the books.

## **Student Responsibilities**

### ***To what do I agree when the Accessibility Services Office 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 ASO 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.
- The Student, University or College has purchased or rented a print copy of the text.
- Will respect the copyright holding of the publisher.