

## ALTERNATE MEDIA AT MT. SAC

### Info in this Guide:

- ✓ Types of alternate media
- ✓ Filling out the Alternate Media Request form
- ✓ Guidelines for requesting alternate media

**Alternate media** is defined as instructional materials, textbooks, college publications, and/or library materials in formats accessible and usable by individuals with print disabilities. Examples of accessible formats are: digital talking books (DAISY, RFB&D), MP3 audio, Kurzweil, large print, Braille, tactile graphics, captioning, and e-text. Alternate Media Services will only be provided to students who have a verified disability and whose disability related functional limitations prevent them from reading regular print. Alternate Media is provided through Disabled Student Programs and Services.

### Types of Alternate Media

#### E-Text:

Most alternate media formats begin with e-text. E-text is printed material converted into a digital or "electronic" document.

E-text may often be obtained from publishers in the form of a WORD document or PDF file, but when not available, books are scanned with a high speed scanner to prepare them for alternate media processing. The resulting "image" file is processed by Optical Character Recognition software and converted to text. Once the text is recognized it can be saved to a variety of text based file formats such as .txt, .doc, or .rtf. These text based documents can then be accessed by the end user in a myriad of ways. Most commonly, they are magnified on a computer screen or read out loud by text-to-speech programs such as Kurzweil, JAWS, ReadPlease, Window-Eyes, or Text Aloud. Images from printed material may also be included in the digital document, with alternate text descriptions to provide accessibility.

#### DAISY Books

Digital Accessible Information System, or DAISY, is one of the most flexible formats available and is something of a hybrid in the alternate media world. It has all the benefits of a regular audio book, but it is superior when it comes to navigating content and displaying text which is synchronized with the audio. For example, DAISY books can enable visually impaired users to navigate an encyclopedia, allowing them to move to logical points in the text such as units, chapters, or even specific pages. An encyclopedia as a regular audio book would be nearly useless because it lacks search and navigation features, and requires the listener to fast forward and rewind linearly through the text to locate specific entries. With DAISY, the user does not have to be limited to a computer; there are portable players capable of playing DAISY books as well.

#### Audio Book

An audio book is a recording of the contents of a book read aloud, or recognized by text to speech software and "read" with a synthetic computer voice. Audio books are usually distributed on CDs in digital formats such as MP3 and Windows Media Audio. The term "audio book" is synonymous with "books on tape."

#### Braille

The Braille system is a method that is widely used by blind people to read and write. Each Braille character or cell is made up of six dot positions, arranged in a rectangle containing two columns of three dots each. The dots may be raised at any of the six positions thus creating varying patterns of dots to represent characters. The dots are perceived tactilely by moving the fingers across the Braille page.

#### Tactile Graphics

Using specialized embossing machines, software, and paper, printed material is represented graphically as raised lines which are discernable by touch.

### Student Responsibilities

#### ÿ Step 1 -- Class enrollment (Required)

**You must be enrolled in the class** for which you are requesting alternate media services. DSP&S students with a verified disability are eligible to receive priority enrollment. We highly recommend students register for their classes early so that they are able to provide DSP&S with advance notification of their alternate media needs.

#### ÿ Step 2 -- Get approval for alternate media (Required)

In order to receive alternate media services you need to be approved for an alternate media accommodation by your counselor. You will only need to do this once while you remain a student at Mt. SAC. If you do not yet have a written accommodation on file for alternate media, schedule an appointment with your counselor by contacting the DSP&S office located in the Student Services Building 9B, (909) 594-5611, ext. 4290.

#### ÿ Step 3 -- Purchase the textbook (Required)

We must verify that you have purchased the book before we can release alternate media to you. You can visit the bookstore in person or online at [www.sacbookrac.com](http://www.sacbookrac.com) and look up the required textbooks by term, class, and teacher. It is also recommended that you **contact the course instructor in advance** as soon as you are enrolled in the course to obtain a course syllabus and to verify what books and/or instructional materials are required. This is not mandatory, but it helps.

Plan ahead! Decide which books are your top priority for alternate media and buy them first, while the selection is best. Talk to your counselor early if you have financial issues, so that they can help you problem-solve. Buying used books is fine, but remember that underlining, highlighting, or other markings can significantly affect the quality and production time of your alternate media request if it becomes necessary to cut and scan your book. If you wait till the first day of class to identify your textbook and submit your alternate media request, you can expect to wait longer for your request to be fulfilled as we have received many other requests by that time.

#### ÿ Step 4 -- Submit your *Request for Alternate Media* form and sign *the Alternate Media Services Contract* (Required)

Visit the DSP&S office to pick up a *Request for Alternate Media* form and the *Alternate Media Services Contract*. *You should sign an Alternate Media Services Contract each time you make a new request.* If needed, you may also schedule an appointment with an Alternate Media Technician at this time. (See Step 5)

**ÿ Step 5 -- Meet with an Alternate Media Technician**

(This is optional)

Schedule an appointment with an Alternate Media Technician (AMT) if you need an overview of alternate media, or to make arrangements for appropriate services. If you have had alternate media experience before, or if you already know what you want, you may decide to skip this step. Make sure you bring your required textbooks and all your questions. When discussing your request, let them know which books you feel are the most urgent to have ready, so they can work on those first. Try to provide a syllabus, so they can have the initial assignments ready for you if the entire book isn't ready. If you're not sure which type of alternate media will be best for you, ask them to demonstrate different formats, so you make a choice that will be most beneficial for your needs. Walk-in appointments are available the first two weeks of the semester only.

**ÿ Step 6 -- Be patient**

Remember that you are not the only student requesting books at the beginning of the semester. The sooner you get your request completed, the sooner you will get it back. We service requests in the order they are received, with current semester requests taking priority over future terms. If we cannot locate your book, either from the publisher or our database sources, we will contact you to have you bring your book in for scanning. This will require that we cut the spine off your book.

**ÿ Step 7 -- Pick up your alternate media**

If you experience any problems with your alternate media, please call or e-mail the AMT that you worked with as soon as possible, so they can work with you to resolve the problem.

E-mail: [altmedia@mtsac.edu](mailto:altmedia@mtsac.edu)

Ph: (909) 594-5611 ext. 6370 or ext. 4206

**ÿ Step 8 -- Cancel your request if you drop the class**

If you do happen to drop or change classes, or if circumstances change so that you no longer need alternate media for a specific book you requested, please notify us so that we do not continue to work on a request you no longer need. This will insure other students in line for alternate media do not suffer unnecessary delays in having their textbooks converted.

**ÿ Step 9 -- Return your alternate media to DSP&S at the end of the term. (Required)**

You may be eligible to keep your alternate media under certain circumstances, if it is approved by the Instructional Specialist for Assistive Technology or the DSP&S Director. Please inform an Alternate Media Technician if you wish to do so.

## The Request for Alternate Media Form

### Filling out the *Request for Alternate Media* form

If you have more than one book or document to be converted, there is additional space on the back of the form. Use additional forms as necessary.

The form is divided into several sections.

- **Section: Student Information**

Please fill in your information and try to be as complete as you can. Provide accurate contact information so there will be no delays in notifying you of your completed request.

- **Section: Alternate Media Format**

If this is your first time requesting alternate media, we recommend that you receive an overview of alternate media, and get help filling out the section entitled **Alternate Media Format** on the *Request for Alternate Media* form.

If you have received alternate media before but you would still like assistance in filling out the *Alternate Media Format* section you may contact us.

**Alternate Media Production**

Office: Building 16D, High Tech Lab

Email: [altmedia@mtsac.edu](mailto:altmedia@mtsac.edu)

Phone: (909) 594-5611, ext. 6370 or 4206

§ **RFB&D: Readings for the Blind and Dyslexic**  
RFB&D may not carry the book you want and you will need a second choice as a backup. **DAISY** books are very similar to **RFB&D**, but there is a computer voice instead of a human voice.

§ **WPM and Voice:** If you choose **MP3's** or **DAISY** book as your format we will need to know the preferred type of voice, male or female, and the reading speed you prefer. Reading speed is expressed as Words Per Minute or WPM.

The Request for Alternate Media Form continued...

### § *Section: Textbook/Document Information*

Most textbooks come in different versions or editions even though they may have the same title so it is important to fill out the **ISBN number** of the book so we can locate the correct edition for you. The ISBN number can usually be located on the back cover of the book or on one of the pages in the front of the book. Either the 10 digit ISBN-10 number or the 13 digit ISBN-13 number will work, but it doesn't hurt to use both if they are available. See the image below for examples of copyright year, publisher information, author, and ISBN numbers:

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1. Language arts (Early childhood)
2. Language acquisition—Parent participation.
3. Literacy. I. Title.

- Be sure to also read and sign the **Alternate Media Services Contract**. Drop off both completed forms at the **DSP&S office in the Student Services Building, 9B**.

**Disabled Student Programs & Services**

1100 N. Grand Ave., Walnut, CA 91789

Office: Student Services Center, 9B

(909) 594-5611, ext. 4290

Video Phone: (866) 954-4765

Fax: (909) 468-3943