

# Alternate Media Services Contract

Please read this contract carefully and write your initials in the underlined spaces provided.

At the bottom print your name; write in your student ID#, sign, and date.

I understand that my communication and cooperation in the alternate media process is essential:

- It is my responsibility to initiate alternate media requests by submitting a completed Alternate Media Request Form each semester I am enrolled.
- Alternate media requests are completed on a first-come, first-served basis, and the timely completion of my request depends on turning in a complete and accurate request form along with books or receipts, as soon as possible.
- My *mtsac student email* will be the primary means of communication with alternate media staff, and any additional contact information I provide must be kept up-to-date and accurate.
- I will need to submit a class reading schedule or class syllabus if I wish to request week-by-week or chapter-by-chapter conversion of my reading assignments into an alternate media format.
- If I drop, or am dropped from any class for which I have requested alternate media, I will notify ACCESS alternate media staff immediately and no later than 2 working/school days from the date of the drop.
- If there are any changes which will impact my alternate media request, such as changes to my class schedule, or books needed, I will notify alternate media staff no later than 2 working/school days from date of the change.
- I must pick up alternate media within 14 days of being notified of its completion.

Regarding print materials, I understand that:

- I must own or rent the textbooks required for my class(es). I may need to show proof of purchase or rental in the form of a receipt or physically presenting the book for verification.
- There is no cost to me to have materials produced in alternate media beyond purchase of the required textbook(s).
- Requests for *required* textbooks and materials are given priority over any *optional* textbooks and materials stated on syllabus.
- Only *one alternate media format will be provided* for any given book, but a student can ask for a different format for different books in the same request. For example, one book in PDF format, another book in Kurzweil.
- Alternate media staff will make all reasonable effort to supply my *preferred* format in a timely manner, but may at their discretion suggest and substitute a *comparable* format in the interest of faster delivery or greater accessibility.
- Other editions of a text may be substituted when deemed necessary by staff and acceptable to the course instructor.
- Software, scanners, and other assistive technology for reading and enlarging printed material is available for use in the High Tech Center lab while waiting for completion of my alternate media request.
- All reasonable effort will be made to locate my requested material in an electronic format. Should e-text be unavailable, I will need to provide a hardcopy of my book for scanning in order for alternate media to be made, which will involve cutting the binding of the book. I understand this may affect the resale of my book.
- Any media and equipment loaned to me by ACCESS must be returned by the last day of the current semester for which I am receiving services or records are placed on hold until the student clears the hold with ACCESS.

I understand that alternate media content is copyright protected and provided solely for my own educational purposes. I agree to NOT reproduce, copy, or share copyrighted alternate media with any other person.

I understand and agree to the terms of the alternate media accommodation outlined in this contract and acknowledge that failure to abide by the terms of this contract may result in suspension of alternate media services.

\_\_\_\_\_  
Print Name

A \_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date