

Alternative Media Services Request Form – Fall 2009

Please read and sign the back of this form before you complete this side.

Student Name: _____ Student ID#: _____

Course #: _____ : _____ : _____ Course Name: _____

Text Title: _____ Book Course Pack

Author: _____ Publisher: _____

ISBN#: _____ Edition: _____

Reformat preference: Kurzweil Audio (mp3) File (Voice: _____ Speed: _____)

Others: word pdf Braille

Use your syllabus to complete the boxes. Information indicated is: pages or chapters

Week 1 8/24-8/28	from _____ to _____ ; from _____ to _____ ;
2 8/31-9/4	from _____ to _____ ; from _____ to _____ ;
3 9/7-9/11	from _____ to _____ ; from _____ to _____ ;
4 9/14-9/18	from _____ to _____ ; from _____ to _____ ;
Week 5 9/21-9/25	from _____ to _____ ; from _____ to _____ ;
6 9/28-10/2	from _____ to _____ ; from _____ to _____ ;
7 10/5-10/9	from _____ to _____ ; from _____ to _____ ;
8 10/12-10/16	from _____ to _____ ; from _____ to _____ ;
Week 9 10/19-10/23	from _____ to _____ ; from _____ to _____ ;
10 10/26-10/30	from _____ to _____ ; from _____ to _____ ;
11 11/2-11/6	from _____ to _____ ; from _____ to _____ ;
12 11/9-11/13	from _____ to _____ ; from _____ to _____ ;
Week 13 11/16-11/20	from _____ to _____ ; from _____ to _____ ;
14 11/30-12/4	from _____ to _____ ; from _____ to _____ ;
15 12/7-12/11	from _____ to _____ ; from _____ to _____ ;

For SDS Office Use Only

Proof of Possession: Viewed Receipt by _____ on _____ Viewed Syllabus by _____ on _____

Desk Copy Ordered by _____ on _____ Desk Copy Received on _____ Uploaded to ICON _____

Notes:

Media ID#: _____

Alternative Media Services (AMS)

Policies and Procedures for Accessing Reformatted Materials

The Office of Student Disability Services (SDS) will provide to qualified students required texts in alternative formats (e.g., electronic text, digital audio, Braille or large print) as needed for UI courses.

Requesting Reformating

Eligible students must complete an AMS Request Form for each text requested. These forms are located at the SDS office (3100 Burge) and online at <http://www.uiowa.edu/pdf/Reformatted-Materials-Request.pdf>. Completed forms should be submitted to SDS no later than the first week of a semester in order to ensure the timely processing of requests. With each form submitted, a student must also show to SDS staff:

- Proof of purchase of a text (i.e., the text or a receipt), in accordance with copyright law.
- A copy of the syllabus for the course in which a student is enrolled, verifying that a text is required for the course.

Students will be allowed access to reformatted materials only after satisfying these two conditions.

Reformatting Materials

The process of acquiring reformatted materials may take up to six weeks. If the material is already available, AMS will contact the publisher and request a release to use this material in accordance with copyright law. For materials not available at the time of request, AMS will attempt to obtain an electronic copy of the material from the publisher. In some cases, SDS may need to photocopy a print copy of the text in order to reformat the material into an electronic format. If SDS must photocopy, SDS recommends a copy of the text that is free from highlighting, underlining, and written notes in order for the text to be properly read by optical character recognition software. If there are certain sections that are unable to be recognized, the student may provide alternative copies of the material or else it will be reformatted in that condition. SDS will convert only non graphical text unless approved by the AMS professional staff.

Conditions and Copyright Law

Materials distributed in alternative formats are intended solely for purposes of auxiliary aids to students with disabilities accessing University of Iowa courses. Physical media (e.g., CD, KESI File, Braille) is the property of the distributor, and text content is property of the copyright holder. Therefore, reformatted material must not be copied or shared with others as a matter of copyright law. All AMS materials (CDs, CD Cases) on loan to students by SDS should be returned to SDS upon completion of a course. In compliance with copyright law, SDS seeks permission of the copyright holder to convert copyrighted materials to alternative formats on a case-by-case basis.

How to Access the Reformatted Materials

When reformatted materials become available, they can be accessed by logging onto ICON. To check the status of the materials requested, students should first check ICON, and then contact AMS by email or phone. If KESI File is selected, students may utilize Kurzweil 3000, available in computer labs on campus. AMS staff can assist (by appointment) in facilitating training on using Kurzweil 3000. If a student is unable to obtain materials via ICON, students should meet with the AMS Coordinator to accommodate this issue.

I have read and understand the policies that have been established by Student Disability Services with regard to reformatted materials.

Student Signature

Date

SDS Staff

Date