



Columbia College



Disabled Students Programs and Services (209) 588-5130

Alternate Media Terms of Use and Request Agreement

- Specialized format is for use **only** by students with verified print disabilities.
- Any further reproduction or distribution of this material is an infringement of copyright law, and the individual may lose the privilege to request any additional books in alternate format.
- Student has a legal right to the alternative media only as long as they own the source material, but may be in violation of copyright law if this is not the case.
- Student will supply proof of purchase when submitting request form to the Alternate Media Specialist.
- Requests must be made at least 7 - 10 working days before expected pickup date and time. The more complicated the transfer to alternate media, the longer the time required. **We will need to see your course syllabus** to determine an appropriate time line for alternate format conversion.
- An entire book conversion may be requested, but preparation and delivery may take place in installments.
- Make appointments with the Alternate Media Specialist as needed to stay current with timely and accurate media conversion.
- If the difficulty or expense of providing a requested format is unreasonable, DSPTS may offer to provide an equally effective alternative format that meets student needs.
- Any change in class schedule that makes alternate media unnecessary must be reported to DSPTS immediately.
- If a book is unavailable electronically, the student copy will need to be cut apart, scanned, and rebound.
- Alternate media requests will be processed **in the order they are received**. Please submit as soon as possible.

Name (First and Last) Student I.D. #

E-mail Address Phone #

Please provide the following information for each textbook requested in an alternate format.

Course Title and Section Number	ISBN #	Book Title	Edition

Preferred File Format: Choose a specific file format from the list below. You may choose only two.

- Kurzweil MS Word DOC MS RTF (Rich Text) PDF mp3 Audio Braille (paper) Large Print

Signature Field