

## Accessible Media (AM) Guidelines

Accessible Media (sometimes referred to as Alternate Media) converts printed materials, such as textbooks and classroom handouts, into different formats. This allows students to read the material using a computer. Students approved for an alternate format of their print materials are responsible for requesting their alternate format throughout their college career at CSCC. Alternate formats can include electronic text, large print, audio materials and braille, for both required and recommended course reading assignments. This includes textbooks, syllabi, handouts, materials posted to Blackboard, etc. The AM Guidelines below outline how to request and receive AM services in a timely manner.

Contact the Accessible Media Team at [AlternateMediaTeam@csc.edu](mailto:AlternateMediaTeam@csc.edu) or (614) 287-5910 for questions.

## Enroll in courses as soon as scheduling becomes available

Students registered with Accessibility Services are eligible for Priority Registration. This means registered students can sign up for classes four days earlier than other students, allowing for extra time to plan their schedule and choose classes that work well for them. Because textbook conversions can take up to 6 weeks to produce, advance notice is especially important. Early course enrollment (if promptly followed by an AM request) enables staff to produce and distribute accessible files by the beginning of a term.

## Submit requests for Accessible Media as soon as possible

Students approved for Accessible Media will need to submit a request every semester. Submitting requests as soon as a student is officially registered for classes is crucial. Submitting an AM request as early as possible increases the likelihood that materials will be ready by the start of the semester. The Accessible Media Request form is filled out and submitted online: [Alternate Media Request Form](#). The AM Team is available to help students complete this request form if needed. An inaccurate or incomplete request increases the risk of delayed files. When dropping/adding a course, or if an instructor changes the required textbook, please notify the AM Team by filling out an updated form as soon as possible.

## Introductory AM Training (Monday - Friday, 10am-3pm)

In addition to the AM Request form, students must complete an introductory training to discuss the request process and assistive technology information. Appointments can be scheduled 10am-3pm Monday through Friday by using the [Accessible Media - Student Appointment Request Form](#). Appointments may potentially be scheduled outside of these hours by contacting the AM Coordinator at 614- 287-5910.

## Identify courses for which Accessible Media is being requested

When submitting an AM Request, students should provide the class name AND number (i.e., ENGL 1100). AM staff works in collaboration with the CSCC Bookstore to determine what textbooks are

required for each course. Students MUST be currently enrolled in the courses for which Accessible Media is being requested. The Accessible Media staff cannot produce any textbooks/materials for classes not listed on the student's schedule at the time the AM Request is received.

## Submitting materials for conversion

### Textbooks

On occasion, a textbook may be difficult to obtain from the publisher. If this is the case, AM staff may contact students via their CSCC student email to request to borrow their hard copy of the textbook for scanning and conversion. Typically, the AM Team will only borrow a textbook for 2-4 business days, but the timeframe is dependent on the workload at that point in the semester. AM staff will borrow textbooks when it works best for the student's schedule and will get the hard copy of the text back to them as soon as possible. If contacted by the AM Team, textbooks should be dropped off at the front desk in Eibling Hall 101. (Please do not drop off textbooks unless contacted by the AM Team.)

### Extra Materials

Additionally, other hardcopy classroom materials can be requested for conversion into an accessible format. First, ask the instructor if they have a digital copy of the document/s that can be emailed. If they do not have a digital copy, please drop off a hard copy of the materials at the front desk in Eibling Hall 101. It typically takes approximately 2 business days for Extra Materials to be converted and uploaded to Blackboard.

## Copyright requirements

Students will need to acquire (rent/purchase/borrow) a personal copy of the textbook(s) used in the course(s). Files provided by Accessible Media may not be copied, shared, or distributed in any manner that violates copyright law.

## When will Accessible Media be available?

Accessible Media can take up to six weeks to produce, which is why advanced notice is extremely important. Timeframes for receiving AM can vary and depend on the end format needed by the student and the types of courses the student is taking. For courses that are extremely common/popular, AM materials may be ready much faster. However, for very specialized content, on rare occasions, some course materials may take longer. While Accessible Media may take up to six weeks to produce, the AM Team makes every reasonable effort to provide students with accessible materials as soon as possible. Completed AM files are added to the student's AM folder in Blackboard to be downloaded. Students may contact AM staff to check on the progress of their request if it has been at least one week since the request was submitted.

## Standard Production Time:

Producing fully edited Accessible Media takes approximately ten (10) business days for most textbooks, and two (2) business days for most extra materials. Some specialized texts and extra materials may take longer than the standard production time and may be delivered on a rolling basis. This can be due to:

- Subject Matter: Math, Science (including Computer Science), Modern Languages
- Paper Production: Braille or large print that requires reformatting and/or re-pagination
- Scan Conversion: marked-up hard copy materials or illegible copies requiring extensive text input by keyboard

In instances where specialized content is impacting the typical production period the AM staff will inform the student that it will be delivered on a rolling basis. This means that the student will receive content in sections instead of the entire textbook at once. It is the student's responsibility to remain in contact with AM staff regarding class deadlines (check due dates on course syllabus; if no due dates are listed, confirm due dates with instructor). Sections of textbooks and/or extra materials will be uploaded to the student's Blackboard folder as soon as they are complete.

## “Recommended” Reading Assignments:

Upon request, reading assignments recommended to the whole class may also be converted into Accessible Media when needed for a class/course paper. The standard production turnaround times do not apply to AM requests for recommended readings, which have lower priority than AM requests for *required* readings. The volume of pending AM requests for required readings, end format required by the student, and the quality of the original document for the specific recommended reading, all affect turn-around time.

## Where to find completed Accessible Media files

When Accessible Media files are ready, all digital files will be posted to the student's “Alternate Media Textbook Pick Up” folder on Blackboard. Accessible Media in a paper format (e.g., Braille or large print) are available for pick-up in Eibling 101.

## Immediately notify Accessible Media staff of any problems

Promptly inform the Accessible Media Team of any problems with AM files or documents. AM staff will investigate the reported problem and take appropriate steps to resolve any issues.

## Appropriate usage of Accessible Media Files

The Accessible Media Request form will ask the student to confirm they understand the following points:

- The student must be officially enrolled in the courses for which materials are requested.
- Understanding that an Accessible Media introductory training appointment is required, if not already completed.

- Any materials provided by Accessible Media may not be copied, shared, or distributed in any manner that violates copyright law. By submitting an Accessible Media request, the student is affirming that all Accessible Media materials will be handled appropriately.

## “DIY” options

There are several do-it-yourself options available for obtaining materials in a digital format. The student may contact the AM Team if guidance is needed when using DIY options. Using DIY options does not preclude a student from obtaining Accessible Media files via the AM process if the request falls within the guidelines in this document.

## Self-Search

There are many databases/inventories of electronic books/materials (some in an accessible format, others not). A student may be able to locate an existing electronic copy of the book needed on their own—many electronic books are available for free, such as, BookShare, or for a nominal fee, e.g., Learning Ally.

If the electronic copy located via these databases requires additional editing, the AM staff may be able to assist if:

- The material is a required or recommended course reading.
- The student has submitted an AM request form.
- The electronic document is not "locked" by the publisher, preventing editing. (In which case, the student may have to provide a different version, e.g., hard copy of the book/materials).