

NUI, Galway - Disability Support Service

Process for provision of Alternative Formatting

- 1.0 What is alternative or accessible format?** Accessible / Alternative format items are printed items (for example books, journal articles, lecture notes etc.) that have been converted to a format such as electronic text, audio, Braille, etc., facilitating the needs of students with print disabilities.
- 1.1** Students registered with the NUI, Galway, **Disability Support Service (DSS)** who need alternate access to printed materials may receive their textbooks in an accessible format. Qualification for this service is decided separately for each student, in accordance with HEA guidelines.
- 1.2** Students are responsible for obtaining their course reading requirements (booklists) as soon as they register for class and for producing a prioritised list of the texts required. (specify chapters/pages where relevant). Sources:
- Q Drive
 - Department Webpage
 - Syllabi
 - Media Services Centre (Reading pack), **or**
 - Directly from lecturer.
- 1.3** Students read and sign the “NUIG Copyright Disclaimer Form” , and follow the Copyright Law.
- 1.4** Students meet with the AT Library Assistant to discuss and agree on format (usually pdf or Microsoft Word) and standard of editing necessary.
- 1.5** A comprehensive library search is carried out for all e-text options.
- 1.6** The NUIG AF Database is checked and any books already produced are supplied to the student immediately.
- 1.7** The Text Access database is checked. Any books already produced by other HEI's are requested from the holding institution and supplied to the student as soon as they arrive.

Students registered with the Disability Support Service who have a print impairment can search the Text Access catalogue and request a book from the ATS Library



Assistant. The book is requested on the student's behalf from the college where it was produced. A copy of the book is sent to the requesting college within 48 hours.

1.8 To enable Bibliographic Services to request the Publishers to supply an electronic copy of all other books from the list, the following information is required:

- Author:
- Year:
- Title:
- Edition:
- ISBN:
- Student Name:
- Student Print Disability:
- Course and Module:
- Screenreading Application:

As these accessible copies are bound by licensing agreements, an application on behalf of each individual student who requires the accessible text is necessary.

A list of publisher contact details for British publishers is available from:

<http://www.publisherlookup.org.uk/>

A list of publisher contact details for American publishers is available from:

<http://www.publisherlookup.com/>

1.9 Students registered with Disability Support Services who have a print impairment may use **Robobralle**, which is an EU initiative that provides Braille embossed or audio files within minutes of receiving electronic text files from users via <mailto:britspeech@robraille.org>

Producing Alternative Format from existing printed text

2.0 When it proves impossible to locate an existing electronic copy of the necessary text, or to obtain a copy from the publisher, an electronic copy is produced from an existing printed text.

Usually, it may take up to seven working days after the book has been received in the Library to have it created in an accessible format. This time can be shorter, depending on the type of book and the level of editing required by the individual student. The ATS will supply material to the student in the format requested as fast as possible.

However, it may be provided in the way considered to be most efficient. .





- 2.1 The items produced by ATS are modified copies of original books. NUI, Galway is one of the 'designated bodies' under **S.I. 406 of 2000, Provision of Modified Works (for the Disabled) S104**. Sections 104 and 252 of the Copyright and Related Rights Act, 2000, allows us to make and supply an accessible format copy of a book to a student with a physical or mental disability, without breaking the copyright of that work. Subsequent sale, rental or loan of this modified copy to a member of the public is strictly forbidden by copyright law and could result in fines or imprisonment.. The DSS may refuse to provide Accessible Format if the student breaks the Copyright Law
- 2.2 Students can supply their own copy of a book to be scanned (as long as it follows the guidelines in paragraph 2.2). However they must note that: Material given to the ATS to be converted to Accessible Format will have the covers removed and replaced and be given back to the student in that condition. The ATS will not be held responsible for any damage to books that happens during their conversion to Accessible Format.
- 2.3 When the book arrives, the copy is issued to the AT Library Assistant and sent to the Library Bindery, to have the cover removed.
- 2.4 The AT Library Assistant arranges for the material to be scanned in order of priority.. The content is checked to ensure it has scanned correctly. The text is saved in the format requested and with a title similar to the actual author and title of the book.
- 2.5 The scanned text is edited to the standard required by the individual student. For guidelines and templates relating to creating accessible documents, see <https://www.tcd.ie/CAPSL/TIC/accessible-info>
- 2.6 The file is sent as an email attachment to the student's NUI, Galway StudentMail account.
- 2.7 The file is saved and the record is added to the NUIG AF Database.
- 2.8 The record detail is emailed to UCD for addition to the Text Access Database.
- 2.9 Books are returned to the Bindery and cover replaced.
- 2.10 Books are returned on the Library system.

Improving this process

- 3.0 DSS welcome student feedback so that services can continue to be improved.



- 3.1 Students should inform ATS of any problems with the Alternative Format process as soon as possible.

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