Text book Conversion to Accessible Format – NUI, Galway

1. Bibliographic details of the book are checked to ensure accuracy.

2. The book is obtained from the Library bookshelf. If a clean copy is not available, an order for a new book is issued to Bibliographic Services, James Hardiman Library (JHL). If all copies are already issued, place a "request" on the system.

3. As soon as available, the book is issued to the account of the AT Library Assistant and sent to the JHL Bindery to have its spine removed.

4. The AT Library Assistant arranges scanning of the loose pages of the book, to "word" or "pdf", as appropriate. (removing the magnetic strip and checking that pages are separated prior to scanning.)

5. The scanned word document is edited in accordance with the standard required by the individual student. For more information on editing, see the NUI, Galway "Guidelines for Editing Text".

6. If required in **audio format**, the student converts the document to the required format using "Texthelp Read & Write Gold". The AT Library Assistant will assist as necessary.

7. The work in progress is saved on the "u" drive of the editor and copied to the ATS "external hard-drive" when complete.

8. The edited electronic text is either emailed to the student's NUIG webmail account or given to the student on cd.

9. An email is sent to UCD requesting that the item is added to the TextAccess database, including details of the book, format and standard of editing.

10. If required in Braille, the edited text is converted to Braille using "Duxbury" software, printed and bound. (This task may be outsourced if appropriate.)

11. The book is sent to the Bindery for recovering

12. On receipt, a new magnetic strip is inserted and the book is returned via the Library Circulation Desk.

13. As appropriate, bibliographic details are entered on the TextAccess database.

Notes:

Editing is carried out to the standard required by the individual student.

Books are scanned ONLY when not possible to obtain from other sources.