Maine Maritime Academy
Alternative Text Procedure

Program description:
Alternative texts can consist of audio recordings, large print, e-text, digital graphics, or Braille. Maine Maritime Academy provides alternative texts to students for whom Accessibility Services has approved the accommodation.

Policy:
- Students requesting alternative texts must register for the course(s) for which they need the alternative texts.

- Accessibility Services will not convert text that is available for purchase in a suitable alternative format (see Procedures).

- Students requesting alternate texts must submit separate requests for each class.

- Accessibility Services will only convert texts required for courses and does not consider supplemental texts as required materials.

- Accessibility Services will convert only the textbook sections assigned by the course instructor.

- If Accessibility Services receives no requests from a student for alternative texts, it will presume that the student needs none.

- Accessibility Services recommends requesting alternative texts at least 4-6 weeks prior to the first day of class. Accessibility Services will fulfill requests made later than this but cannot assure converting the material in time for the class.

- Turn-around times for alternative text requests are determined on a case-by-case basis.

- Accessibility Services may ask a student to provide the requested text materials for conversion.

- To receive alternative text materials, the student must verify purchase of the instructional materials (see Copyright information, below).

- Students must make their requests for alternate texts to the Accessibility Services office (see Procedures, below).

Copyright Laws and Policy

- Accessibility Services will provide one alternative format copy for each material requested by the student. The original material is copyright protected.

- The student may not copy, reproduce, or distribute the converted material, nor allow anyone else to do so.

- Accessibility Services reserves the right to discontinue service if the student violates any of the above terms.

Procedures for obtaining digital, audio, and alternative text:

1. Determine which books you will need when you register for a course. On your online schedule (via https://mymma.edu), click on the course name or number, and select VIEW TEXTBOOK INFORMATION (which appears only if materials are required).

2. Using the textbook information, search the web to see if an e-text or audio text exists. If an e-text does not already have a text-to-voice feature, low cost screen readers such as Snap & Read and Natural Reader can usually read it.

Vendors of e-texts and audio books, here are a few:
- www.amazon.com
- www.vitalsource.com
- books.google.com
- http://www.apple.com/itunes/
- Check also if the publisher has a website.

Organizations (sources of free digital and audio texts):
- http://www.gutenberg.org/
- http://openlibrary.org/borrow
- http://www.bookshare.org/
- http://www.learningally.org/Home.aspx/ (Downloads for members only. The annual student membership fee for Learning Ally is about the cost of a typical textbook.)

3. If you cannot find an audio or e-text, complete the request form (below).

4. If you are requesting an alternative format text, purchase the print edition and provide proof of purchase.

5. Accessibility Services may ask the publisher to supply an electronic copy as an accommodation. If the publisher cannot provide one, Accessibility Services will cut, scan and convert your copy of the textbook; this means that Accessibility Services will remove the book's binding and return the book to you clipped together.

Alternative Text Request Form

Student	Semester

Class	Instructor
Text Title	Author
Edition	Publisher
ISBN Number	Requested Format
Reading list (attach)	
Other requirements	

Class	Instructor
Text Title	Author
Edition	Publisher
ISBN Number	Requested Format
Reading list (attach)	
Other requirements	

Class	Instructor
Text Title	Author
Edition	Publisher
ISBN Number	Requested Format
Reading list (attach)	
Other Requirements	