

## The University of Texas at Austin Services for Students with Disabilities Alternative Format Services Registration Agreement

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

University ID: \_\_\_\_\_ E-mail: \_\_\_\_\_

The purpose of this document is to notify users of the Services for Students with Disabilities (SSD) of their rights and responsibilities regarding access to the services provided by SSD. Much of the information you will receive through this system is copyrighted by U.S. Law, Article 17 of the United States Code. This law states that copyrighted material may not be copied and/or reprinted in any form without prior written consent from the copyright holder.

By requesting an alternative format, you agree to the following conditions:

1. You must currently be registered as a student at The University of Texas at Austin.
2. You must be enrolled in the Services for Students with Disabilities.
3. You must own a physical copy of the textbook you are requesting in alternative format and have presented SSD with a receipt for each book requested.
4. Book requests for each semester must be submitted after priority registration to ensure services are provided in a timely manner. E-Text requested after the semester will be done in order received.
5. The alternative format material we provide to you, regardless of format, may not be distributed or shared with others.
6. Copyrighted alternative format texts will only be available during the semester for which you are registered for that class.
7. You certify there are no fees for alternative format texts.
8. You have met with Assistive Technology Coordinator or Lab Manager for E-Text and have been fully informed of these services.
9. You understand your signature on this document means you understand the above information and it applies to every semester in which alternative format services are requested.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SSD Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **The University of Texas at Austin Services for Students with Disabilities Alternative Format Services Registration Agreement**

As a student requesting Alternative Text Services through Services for Students with Disabilities (SSD) I understand that it is my responsibility to provide all requested materials to SSD. This includes text books, course packets, course syllabi, and any other required printed material.

I understand that all materials will be processed in the order in which they were received by SSD, with blind and visually impaired students receiving first priority.

My options for receiving material in alternative format will be agreed upon prior to text conversion by myself and the Coordinator of Assistive Technology in Services for Students with Disabilities.

I understand that in order to complete the High Speed Scanning process, books and course packs will be taken apart and scanned, previewed/edited and placed on CD. Depending on the quality of print in the book, the preview/edit time will differ. Since the books are taken apart, there is virtually no resale value. SSD will rebind the books at my request. I have the option to provide SSD with quality Xeroxed copies of my assignments instead of having bindings removed from my textbooks.

I understand that Services for Students with Disabilities may be able to borrow a copy of my required book from the University Co-op for the E-text production process. This is not a guarantee, however, and I may be required to provide SSD with a copy of my text book.

I agree to my responsibilities as a student requesting Alternative Text through Services for Students with Disabilities. If I am unable to fulfill my responsibilities, I should not expect to have my materials provided to me in a timely manner or at all during the semester for which the request has been made.

Services for Students with Disabilities, in providing accessible materials, cannot produce copies of any material that is copyrighted. At the end of the semester, SSD requires the return of all RFB&D CDs. Students may also pick-up textbooks and other copyrighted material, at the end of each semester.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SSD Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Alternative Text request was made: \_\_\_\_\_

Format of Alternative Text to be provided: \_\_\_\_\_