

## E-Text Policy and Information

To receive accessible text, students must manually scan their own textbooks into Kurzweil 3000, prior to the arrival of the E-text.

E-texts will be provided as soon as possible to students who qualify for this accommodation upon their request. The Office of Disability Services will determine eligibility, which is based on records and documentation that the student provided.

### **Requesting E-Texts:**

1. Students must provide proof of purchase of the text requested. This is a requirement of the publishing companies. Students must bring a copy of their receipt showing the purchase of the book.
2. Students will coordinate their requests with E-text Manager and fill out the E-text request form. This form is available in the Office of Disability Services (D102).

Once the request for E-text has been made, texts will be requested. Texts may take up to 6 weeks to be received; therefore, students must notify Disability Services as soon as possible.

This material will be requested on behalf of the student. When the E-text arrives, the student will be notified by email and asked to come to the Disability Services Office to pick up their CD(s).

Upon picking up the E-text CD, students will be required to sign a form stating they will not violate the copyright of the book by reselling the CD or placing the material on an open access webpage.

Kurzweil 3000 may be accessed in the T/LC computer lab during normal Library hours (989-686-9314)