

# **Policy and Procedures for Obtaining Electronic Textbooks or Course Materials through Penn State's Office for Disability Services at University Park**

The Office for Disability Services (ODS) at Penn State provides electronic textbooks and course materials to students with disabilities who have been approved by ODS following the stated policies and procedures for requesting academic adjustments (See the following web link for further information: <http://www.equity.psu.edu/ods/students/eligibility.asp>). The use of electronic formats for course materials is to provide an academic adjustment ensuring students have equal access to educational materials.

Electronic formats are only provided for textbooks and course materials that are **required** for the course. (Leisure readings will not be provided by ODS in electronic formats)

## **A. Student Responsibilities in Obtaining Electronic Formats of Textbooks or Course Materials:**

In order to receive a textbook or course material in an electronic format, the students **must**:

1. Officially register with ODS and have a documented disability that requires electronic texts as a reasonable academic adjustment supported by the documentation.
2. Enroll in courses at University Park for the semester that the electronic text or course material is requested.
3. Meet with their Disability Specialist from ODS and have approval for electronic text or course material as an academic adjustment.
4. Review the Chaffee Amendment.
5. Sign the Student Acknowledgement Form.
6. Purchase a copy of any textbook or course pack for which electronic format is requested (this is a copyright requirement).
7. Complete and submit the Electronic Text Request Form  
[http://www.equity.psu.edu/ods/forms/txt\\_request\\_frm.aspx](http://www.equity.psu.edu/ods/forms/txt_request_frm.aspx)
8. Schedule an appointment with Susan Hayya, the Coordinator of Library Services for Persons with Disabilities ([shh2@psu.edu](mailto:shh2@psu.edu) or 814-865-0284) to review the software instructions/capabilities and be trained on the specific software that will be utilized. This is a requirement for students new to using electronic textbooks and/or new to using the requested software.
9. Follow ODS procedures regarding obtaining electronic textbook and course materials listed below.

## **B. Procedures for Submitting Electronic Text Request Forms:**

### **1. Electronic Text Request Forms Submitted by the Deadline Date:**

ODS has determined a specific deadline date prior to each semester. The deadline date has been determined in order to ensure that electronic text materials will be available by the beginning of the semester the electronic text is requested. The deadline date will appear on the Electronic Text Request Form.

This date should provide ODS with sufficient time to contact instructors and/or publishers in order to request a desk copy of the textbook for scanning. **If a desk copy is obtained** from the instructor or publisher, the text will be scanned and CD's prepared for the student. ODS will notify the student when the CD's are ready for pick up in 116 Boucke.

**If ODS is not able to obtain a desk copy** from the instructor or the publisher, ODS will need to utilize the student's textbook to scan the materials electronically. The student will be responsible for providing their textbook to ODS to have his/her own textbooks scanned. It may take up to fourteen (14) business days from the date ODS receives the text(s) before a CD is available for student use. Student texts will be taken apart and rebound with a spiral binding.

### **2. Electronic Text Request Forms Submitted After the Deadline Date and Prior to the Beginning of the Semester:**

**Electronic Text Request Forms** submitted **after** the deadline date will be processed on a first come, first served basis. Submitting forms after the deadline date may delay the processing of the request and CD's may not be available for pick by the beginning of the semester.

### **3. Electronic Text Request Forms Submitted After the Beginning of a Semester:**

**Electronic Text Request Forms** submitted **after the beginning of the semester** will be handled on a first come first served basis. ODS will attempt to contact professors and/or publishers in order to request a desk copy of the textbook for scanning. Scanning and CD preparation may take up to fourteen (14) business days **after** the receipt of the textbook from the instructor or publisher. This option may significantly delay the scanning process.

Students submitting Electronic Request Forms after the beginning of the semester may choose to provide their text to ODS for scanning. When a student's text is used for scanning, it may take up to fourteen (14) business days **after** ODS receives the text before a CD is available for student use. ODS will require that the student submit the syllabus of the course and will attempt to scan chapters as needed. However, the entire book may not be available until up to (14) business days after receipt of the textbook or materials. Student texts will be taken apart and rebound with a spiral binding.

## **C. Changes to Academic Schedule:**

New Electronic Text Request Forms must be submitted when **any changes** occur to a **student's schedule** (drop/add/withdrawal from courses).

**D. Textbook Receipts:**

Students must provide ODS with a receipt that shows the student has purchased the text in order to receive the electronic text format requested. This is a copyright requirement. It is a violation of Federal law to share, duplicate, or distribute the information provided as an electronic text (See Chaffee Agreement). Sharing, duplicating or distributing electronic texts could result in legal action.

**E. Other Course Material:**

Students must provide ODS with electronic or typewritten copies of in-class handouts and other required reading materials in a timely manner. These materials will be processed on an “as needed” basis.

**F. Problems with Alternative Texts:**

Students must inform ODS of any problems using the electronic text. ODS will make every effort to resolve the problem, and if necessary, ODS will replace the defective material with a usable copy.

**G. Return of CD or Alternative Text:**

Students should understand that the electronic text is a personal copy, and it is a copyright violation to sell or reproduce the electronic text. If students plan to retain the textbook, then they do not need to return the electronic text or CD to ODS. If students plan on selling their textbook, then they will be required to return the electronic text or CD to ODS.

I understand these policies and procedures and I agree to follow these policies and procedures for requesting electronic textbooks and course materials.

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

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_