Digital Book Accommodation Agreement

General Information about Digital Book Accommodations
1. The Disability Services Office hopes that digital books will assist you in becoming successful in your classes at Albright. We anticipate that you will use the digital books consistently to complete course readings.
2. Obtaining digital books is a multi-step process and requests are processed in the order they are received from students with this approved accommodation. The efficiency by which a student submits their booklist drives the efficiency of our process. The information outlined applies each semester if you choose to renew this request.
3. Once the Disability Services Office receives your booklist, we must contact the publisher to receive the book in a digital format and permission to distribute to you. Publishers can take 1-4 weeks to respond to our requests. Once we receive the file, the Disability Services Office completes an in-house conversion for all books which can take up to one week to complete.
4. Some publishers do not have a digital copy of the book, and the Disability Services Office will need to receive a hard copy version from you in order to scan each individual page before completing the in-house conversion. This process can take 1-3 weeks, depending on the amount of books needing in-house scanning and conversion for approved students.
5. Students with this accommodation are required to purchase books like all students, and submit proof of purchase to the Disability Services Office before receiving the digital copies.

Student Responsibilities
1. To start this process, you must request each book and article that you wish to receive in a digital format by completing the Digital Book Request Form. Requests can take up to 5 weeks to complete, so submitting the Request Form 1-2 months in advance ensures you receive the books by the beginning of the semester.
2. You can find your booklist and information on each book by visiting the Albright Bookstore website and clicking “textbooks” in the upper left hand corner. Input your class numbers in the “Find Course Materials” page. If the booklist is unavailable for a class, you should proactively contact the professor and ask to receive the booklist as soon as possible because it is an approved accommodation. Please submit each book as you receive the information. Do not wait until you receive all booklists to submit a request and if you feel a book is unnecessary, please do not include it on the request form.
3. If at any point your schedule or booklist changes due to switching classes, please inform the Disability Services Office immediately and complete a new Digital Book Request Form. The sooner you request the textbooks, the sooner the books will be ready for you.
4. You must provide proof of purchase for each book that you request in a digital format. Please keep your receipts! If you lose or misplace the receipts, contact the Disability Services Office immediately to find an alternative solution.
5. If a digital copy of the textbook is not available from the publisher, we will contact you to provide us with the actual textbook so we can create a digital copy of the book. Depending on the length of the book, scanning each page of the book can take up to a week to complete the in-house conversion. The sooner you provide us with the books, the sooner we will be able to convert the book into a digital format.
6. During the first week of classes, the Disability Services Office will inform you that your books are ready to be picked up, assuming you submitted your book information. At this time, please contact the office to schedule a meeting with the assistant director in order to sign the user agreement, have your receipts copied, receive your digital books, and provide logistical support for use of these files with screen reading software or audio use. If requesting audio files, you must meet with the assistant director to select speed and pitch before the in-house conversion occurs.
7. The digital books will be provided on a CD, which you will need to return to the Disability Services Office the next day. The CD is created to act like a USB or flash drive. Please place the CD into your computer, open the CD, and copy and paste the contents onto your computer. You must return the CD to the Disability Services Office within 24 hours. If you are unable to use a CD, please come to the meeting with either a flash drive or your computer/tablet.

Disability Services Office Responsibilities

1. Upon receipt of the Digital Book Request Form, expect 1-5 weeks to order, process, and format the textbooks.
2. The Disability Services Office will work to create the most accurate copy of your textbook. If, for any reason, you have a problem with your digital copy, please let the Disability Services Office know immediately so we can begin to correct the problem.
3. The Disability Services Office will contact you when the digital books are ready for pick-up and will be available until the 4th week of the semester. If we do not hear from you by then, your books may no longer be available. If you do not schedule a meeting to pick up your digital books, this will prompt a need to discuss your accommodation plan with you.

Other accessible reader resources you can explore include CourseSmart and Cafescribe (e-book rental websites). If you are interested in learning more about these programs, please contact the assistant director. Explore our Audio Resources Document on our website for other accessible textbook options.

Student Signature: ______________________________________________________________  Date:___________________