

**Alternate Media Contract and Request for Scanned Text Books (E-Text)  
Disabled Student Programs and Services (DSPS)**

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

College ID #: \_\_\_\_\_ Phone # \_\_\_\_\_

Class Course and Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

**Please check the appropriate box:**                      Spring                      Summer                      Fall

**Procedures and Conditions of Service**

Disabled Student Programs and Services (DSPS) provides alternative format for students who are eligible for this accommodation. In order to maintain the integrity of the service offered and comply with guidelines outlined in title 5 (sections 21301-41304 California Code of Regulations) the following procedures apply to students who utilize alternate media services. The student must currently be registered in the Yuba Community College District, and taking courses for which alternate media is applied.

1. The student must be registered with DSPS and maintain a confidential file with disability verification and accommodation eligibility each semester.
2. The student must own a physical copy of the textbook to be scanned in alternative format.  
**You may not borrow a book to be scanned.**
3. Material provided to DSPS for the purpose of conversion to alternate format will be disabled and returned to the student in its altered condition (spiral bind added).
4. Books will only be scanned in Kurzweil format.

**The DSPS will not be held responsible for any damage to the material  
that may occur as a result of conversion to alternative format.**

5. DSPS will not be responsible for textbooks that are altered if your class is canceled for any reason, including responsibility for the cost of your book.
6. Students will not copy or reproduce any material provided by DSPS, nor allow access to another individual. Misuse of this material will result in disciplinary action by DSPS for future services and /or legal action by publishers for violation of copyright materials.
7. Students may be provided with one alternative format copy for each material required for academic use. This electronic file is copyrighted and may not be reproduced or distributed in a format other than a specialized format exclusively for use by blind or other persons with disabilities. Any further reproduction or distribution in a format other a specialized format is an infringement of copyright law.

**Book Information**

Title of Book: \_\_\_\_\_

Author: \_\_\_\_\_

Edition: \_\_\_\_\_ ISBN: \_\_\_\_\_

**I have read or heard this contract read aloud and understand the procedures and conditions of service listed. My signature is my commitment to adhere to these responsibilities and terms.**

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

\_\_\_\_\_  
DSPS Staff Member Signature Date

**Student picked up book on:**

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