

Alternate Format Request Fact Sheet

How do I request a book in alternate format?

Students approved for materials in alternate format should do the following:

- Fill out the Alternate Format Request Form. Be sure to fill out the form in its entirety and legibly for every textbook so that DR staff can ensure that you receive the correct textbook.
- Completed request forms should be submitted to DR with a copy of your book receipts. DR needs proof of purchase since textbooks are protected by copyright law.
- Forms and receipts may be submitted in the following ways:
 - In-person or by mail to DR at 3225 Arch Street Philadelphia, PA 19104, Suite 011.
 - Scanned or emailed to disability@drexel.edu.
 - Faxed to 215.895.1402.

How long will it take me to receive my textbook in alternate format?

Upon receipt of an Alternate Format Request Form and copy of a book receipt, DR begins the process of finding an electronic version on the course text, most commonly in PDF.

1. DR checks AccessText for an electronic version of the book. Textbooks available via AccessText are often delivered to DR staff within three business days of the request being submitted.
2. A limited number of titles are available via Bookshare. Students may register for Bookshare and have their account linked to the DR Bookshare account. If a book is available via Bookshare, a DR staff member can grant the student access to the book via Bookshare within two (2) business days.
3. If a course text cannot be found on AccessText or Bookshare, a DR staff member follows the instructions on the publisher's website for requesting books in accessible format. In these cases, a DR staff member will communicate the publisher's process and timeline with the student.
 - Please note that some publishers will not provide an electronic copy of the text if they sell an electronic version. Students purchasing texts that are available in electronic format may wish to purchase an electronic copy directly from the publisher for immediate use.
4. If a book is not available via AccessText, Bookshare, and not provided by the publisher, a student may choose to have their book cut. The process for cutting books is outlined below:
 - The student brings a physical copy of the book to DR.
 - A DR staff member has the binding of the book cut so that the book is in loose leaf form.
 - The book is then scanned by a DR staff member and the scanned version is sent to the student.
 - The course text is re-bound with spiral binding and the student is emailed to pick the book up from the DR office.
 - Please note that students may not be able to sell the book back to the seller with a spiral binding. In most cases, companies that rent textbooks will not accept a book that is returned with spiral binding. Rented textbooks should not be cut unless the student plans to pay for the textbook.
 - This process may take up to five (5) business days.

**How will the book be sent to me?**

Books in alternate format are sent to students via SendSpace. Most textbooks are in PDFs that are too large to send via email. SendSpace allows users to send, track, and share large files. Students receiving books via SendSpace will receive instructions on how to electronically cut their books into chapters so that the chapters are quickly converted when in Kurzweil and do not shut down the program.

What is Kurzweil?

Kurzweil is the most commonly used screen reader for students who request textbooks in alternate format. This text-to-speech software allows users to highlight and magnify text, change text color, insert notes, bookmark important information, and much more. Students who are approved for text-to-speech software will be provided a username, password, and download link. Students using an iPad should download the free app for firefly which is a version of Kurzweil created for iPad.

Students who need assistance with learning Kurzweil should call DR at 215.895.1401 to arrange a time to meet with a staff member for assistance. For technical assistance with Kurzweil or firefly, please use the link below.

<https://www.kurzweiled.com/help/technical-support.html>

What should I expect if I am a JAWS user?

The majority of course texts that are received are not in a format that is accessible with JAWS. Students who are JAWS users should meet with the assistive technology team to discuss their request for accessible materials. The assistive technology team will then work with the student, their advisor, and professors to make an accessibility plan for each course. Students should contact DR at 215.895.1401 or disability@drexel.edu to schedule a meeting with the assistive technology team.

What if I need an exam in alternate format?

All students should schedule exams via Clockwork. When scheduling exams, students should include the accommodations that they wish to use for each exam. Test proctoring staff and the assistive technology team will work together to ensure that students are properly accommodated when testing with DR. Students should contact DR at 215.895.1401 or disability@drexel.edu with questions about assistive technology or testing.

Where on campus can I access computers with screen readers?

Students who have been approved for alternate format as an accommodation have been provided with access to Hagerty Library Room 122. This space contains computers that have access to both Kurzweil and JAWS.