

## Alternative Media Procedures and Guidelines

### PROCEDURES:

1. Submit your request for Alternative Media through [AIM](#) as soon as your courses populate in the system. It will be listed as either “Kurzweil” or “E-Text.” The standard production timeline is six (6) weeks following the student request.
2. Submit completed Additional Materials Request Form through AIM as soon as materials are available.
3. Submit textbooks when requested by the Alternative Media Production Team. Timely submission will ensure faster delivery of alternative media.
4. SSD communicates with students regarding the status of their requests via their CSUSB email accounts. Thus, it is important that students waiting for Alternative Media to check their Coyote email account regularly.
5. Contact the Alternative Media Production Team at [altmedia@csusb.edu](mailto:altmedia@csusb.edu) for any changes in course registration. Make sure to make those changes on your AIM request. If it does not show up in AIM, there may be delays.
6. All students are required to submit proof of purchase (receipt) and sign a Copyright Agreement Form for each textbook **prior** to the release of their alternative media. Receipts are accepted through [AIM](#) only. This is accessed through the Alternative Formats link on your main dashboard.
7. Third party receipts and/or purchases from fellow students will not be accepted as proof of purchase.

### GUIDELINES:

1. Requests will be acted upon according to the order in which they are received; however, requests cannot be guaranteed to be completed in that order.
2. Students may request alternative media for optional or recommended course materials but required materials will be given priority.
3. Students will receive Kurzweil (kes) files for all textbooks and additional materials. Students with visual impairments currently using braille readers and/or specific OCR software will receive accessible formats commensurate with their needs.
4. If requested materials are not available from in-house libraries or publishers, students will be notified via their Coyote email to bring their textbooks and/or course materials to the SSD office for in-house scanning.
5. SSD may cancel any textbooks requested for in-house scanning if they are not received by the requested date stated in the email. If you are unable to provide hard copies for in-house scanning by the request date but would like to keep your request active, you **must** contact the Alternative Media Production staff immediately for an extension.
6. Students will be notified via email when their requests are available. Every effort will be made to meet the six (6) week standard production timeline. The Alternative Media staff will work with students and faculty should there be unforeseeable technical delays in production. **Please note that a receipt and sign copyright agreement form must be on file for the release of alternative media.**
7. For students choosing to rent textbooks, please note that the Alternative Media Production Team will not be able to cut or scan rented textbooks. Accessible materials provided to students who rent textbooks will only be available for the duration of the rental agreement (one academic term).

8. Any questions or concerns regarding the alternative media accommodation, formats provided, or difficulties accessing provided files should be directed to the Alternative Media Coordinator or designee at [altmedia@csusb.edu](mailto:altmedia@csusb.edu).
9. Alternative media is intended solely for the educational purposes of the student. According to Copyright Revisions Act of 1976, as amended [17 U.S.C. Sec. 101 et seq.], students may not copy, duplicate, or distribute the alternative media.

**I have read and understand, and agree to follow the Alternative Media Procedures and Guidelines.**

Name (Printed): \_\_\_\_\_

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

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

Staff Signature: \_\_\_\_\_

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