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___ 1. In order to comply with copyright laws, a copy of the textbook must be purchased. We will need a copy of your sales slip(s).

___ 2. We will contact the publisher to see if the book is available in electronic format. If the book is not available from the publisher, we will need your copy of the book to create the alternative text. When possible, Boss Office Supply will chop the binding off the book and rebind the book with plastic coiled rings. If this is not possible, we will scan and convert the text to a readable file.

___ 3. In order to ensure that your textbooks are available in alternative format when school begins, it is recommended that you request them at least three weeks in advance of when you will need them. Please contact Disability Services if you have trouble identifying your textbooks.

___ 4. Download the software to your computer to use as a text-to-speech reader. Students are encouraged to meet with Disability Services after downloading the software and when their textbooks are converted to make sure they understand how the program works and are comfortable using the software with textbooks. An appointment can be scheduled at the time of the intake interview.

___ 5. Alternative text are an accommodation and are provided as a means of access. They are limited to the use of the requestor and cannot be shared with other students.

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