



## **Requesting Books/Text in Alternate Format**

Any student approved for Books/Texts in Alternate Format must purchase or show proof of rental of a personal copy of any book for which they request an alternate format. If the book can be purchased in an alternate format the student will be responsible to purchase it.

Students are encouraged to provide the Manager of the Student Success Center (SSC) with all book requests at least 30 business days before the start of the term in which the books/texts are required as requesting and receiving e-books is time consuming and depends on other organizations and publishers to respond to our requests. Electronic textbooks are available through Access Text, Bookshare, by contacting the publisher and some must be scanned into a pdf by the university.

Students requesting an alternate format should provide the following information for each book they request:

- a. The full title of the text
- b. The edition
- c. The full name of the author
- d. The name of the publisher
- e. The 10 or 13 digit ISBN number

Requests for Books/Texts in Alternate Format, after the term has begun will be completed as soon as possible, on a first-come, first-served basis. If a book is not available from any of our providers the university may have to scan the student's textbook into alternate format. This will require permanently separating the pages of the book from the binding. If the university must separate the pages of a student's book from its binding, the book will be rebound at university expense.

When books in alternate format are received or converted the Manager of the SSC will contact students via email that their books are ready to be accessed in Kurzweil. Students are responsible for signing an "Electronic Text Use Agreement" which will be provided.

Concordia University is not responsible for purchasing books or other texts for students. The Manager of the SSC is also not responsible for contacting instructors or departments to obtain book/text information.