# Alternative Media Services Policy

*Lincoln College is committed to providing media in alternative format to provide students access to all College programs and services. Alternative media options for required course readings may be provided to qualified students in a variety of formats. These formats include such options as braille, electronic, audio-recorded, or enlarged materials.*

**Student Responsibilities**

Students should contact instructors as soon as possible once registration is complete. Ask the instructor for textbook and required reading lists including, as available, title, ISBN number, edition, author, and the order in which chapters are covered.

As soon as possible after registering for a class for which alternate media services will be needed, students should provide the following information to ODS. The online “*Request for Alternative Format Textbooks*” form should be used for that purpose:

* Course name and number
* Instructor’s name
* Desired format
* Textbook information
* Anticipated order of chapters

To ensure timely production, as soon as possible, students should provide ODS with a class syllabus that lists required readings. Readings listed as optional will not be put into alternative format unless specifically requested.

Students are responsible for picking up materials when they are notified of completion. Materials will generally not be delivered. Students should check the materials upon receipt to ensure that there are no problems.

Students must return any borrowed materials at the end of each semester. Failure to return materials may result in a business hold being placed on the student’s record and/or costs added to the student’s account.

**ODS Responsibilities**

Once all pertinent information is received, ODS is responsible for producing the alternative media in a timely manner. A lead-time of at least five weeks is optimal to ensure timely completion.

ODS is responsible for recruiting, hiring, and training appropriate staff to produce materials or contracting with another agency to produce the materials.

ODS is responsible for providing needed appropriate assistive technology on campus and, upon the request of qualified students, providing orientation to assistive technology so that alternative materials may be used.

**Faculty Responsibilities**

Once contacted by ODS or the student, faculty members must identify specific required readings in the order in which they will occur in class.

Course materials such as lecture notes or video transcripts should be submitted to ODS in electronic format to aid in timely conversion to alternative format.

**Timelines**

Alternate format texts should be requested as far in advance as possible. Alternate format texts may require several weeks for delivery. Material which must be produced in-house can require considerable time since an average reader can record about 9 pages in an hour.

Enlargements will be created on an as-needed basis. Although 24 hours’ advance notice is recommended, ODS staff may be able to accommodate impromptu requests.

Braille materials should be requested as early as possible.