

## AUDIO TEXTBOOKS: RECORDING FOR THE BLIND AND DYSLEXIC (RFB&D)

Students with print disabilities, such as blindness, low vision and reading disabilities or with physical limitations, are eligible for taped or digitized textbooks. In order to access services from RFB&D, students should contact RFB&D directly by visiting: [www.rfbd.org](http://www.rfbd.org).

***Please Note:*** Should RFB&D be unable to provide recorded text material when needed, see the section below.

## ELECTRONIC-TEXT, AUDIO AND SCANNED PRINTED MATERIALS: THE CENTER FOR ADAPTIVE TECHNOLOGY (CAT)

The Center for Adaptive Technology (CAT) can perform volume scanning of texts in order to accommodate the needs of SCSU students with print disabilities. This service has been developed to convert printed text, such as textbooks, into electronic formats for use with screen readers and other text-to-speech reading systems.

### ***TO QUALIFY FOR ELECTRONIC TEXT***

To qualify for the electronic format of text books, a student must be a current SCSU student, registered with the DRC, and require the use of a screen reader or text-to-speech program for reading. Generally, these are students who have a visual disability, reading disability, learning or perceptual disability, or a physical disability that prevents them from holding or manipulating information in print form.

### ***HOW VOLUME SCANNING WORKS***

Once it has been determined that textbooks will be required in electronic format, the CAT can begin the process of creating an electronic version of the text.

Students must own the books to be scanned in order to comply with copyright law. Students should purchase books as early as possible so that an electronic version can be ready for the start of the semester. Students should make their request at the CAT for the electronic format of textbooks **at least two weeks in advance**. Other reading materials, such as journal articles, class syllabi or class handouts, can be provided in alternate formats in less time. The earlier a request is made, the sooner the material can be provided.

### ***PROCEDURE:***

1. The student brings the purchased book or other reading material to the CAT and completes the Electronic Text Form. On the form, the student indicates the desired file format (MS Word, text only, Kurzweil 3000, etc.) Scanning jobs are processed in order of request date.

2. The CAT researches the availability of the book in electronic format from other sources, such as the publisher and e-text exchange repositories. Even if the book is available through these outside sources, the student must own a print copy to receive the electronic version.
3. If the electronic version of the book is not available elsewhere, the CAT can scan the entire book using the volume scanner. This process requires the book's binding to be removed, since the pages are fed into the scanner's sheet feeder. Students requesting this type of scanning sign an authorization form allowing the CAT to have the binding removed. The CAT will not rebind books; however, TYCO provides binding services for a minimal fee.
4. The CAT makes every attempt to provide the electronic version of a book as quickly as possible. However, the completion time for any scanning job depends on several factors, including the current demand for book scanning, the size and condition of the book, graphic elements, and the subject matter. Additional time may be required for proofreading and editing the text or creating zones for its use in Kurzweil 3000. Please keep in mind that the CAT is busiest at the start of the semester, so it is important to make requests early on.
5. The electronic version of the book is saved to a CDRW provided by the CAT. Students must agree not to make additional copies of the electronic version, which would be in violation of copyright law. The unbound hard copy of the book is returned to the student.
6. Math and science books containing graphic equations, formulas, and symbols cannot be scanned for use with a text-to-speech reader, since screen readers will not recognize such elements. For blind students, these books are best accessed by using a live reader.

***Please Note:*** Students may choose to scan their own books using Kurzweil and a flatbed scanner. CAT staff is available to train students in this process. In some cases, this may be a faster way to scan material that is needed immediately, depending on the current demand for the volume scanner and the material to be scanned. Kurzweil stations are located at the CAT in EN B-17 and in Buley Library.