FRESNO PACIFIC
UNIVERSITY

Services for Students with Disabilities
1717 S. Chestnut Ave.
Fresno, CA 93702-4709
(559)453-7130
www.fresno.edu/disability-services

Process for Acquiring Electronic Texts

- ➤ The student must first be eligible for alternate format or electronic texts as an accommodation approved by the office of Services for Students with Disabilities.
  - o If this accommodation has not already been approved for you at Fresno Pacific University, please contact the Services for Students with Disabilities department at (559)453-7130 or disability.services@fresno.edu.
    - ▪ You may be asked to provide verification that this is an accommodation necessary for you to be successful at a university.
- ➤ The student must request texts for the semester by completing the form found at this site: http://www.fresno.edu/sites/default/files/alternate-format-text-request-agreement.pdf.
  - o If you know the books you need, a list of titles, authors, and ISBNs is useful.
- ➤ The student must be able to provide proof of purchase (or right to use) the physical copy of the texts requested.
  - o Please save receipts just in case a publisher asks us for date and amount of purchase.
  - o If you rent a text, we will more likely be able to provide an electronic text for you. We will let you know if this is a problem for that particular book.
- ➤ Keep in mind that this process can be quite lengthy, so please give us several weeks or months to process your request.
  - o It is YOUR responsibility to give us your request with as much advance notice as possible. A late request will result in late provision of electronic textbooks.
  - o If you give us your request a few days before the class begins, we will probably NOT have your book ready for the first day of class or even within the first few weeks.
- ➤ Staff will search the FPU Bookshop site to determine the list of books needed. If the books are not listed, the SSD office will contact the student asking for the required books.
- ➤ Once the staff know what books are needed, they will look in several places for electronic versions of the text:
  - o Access Text—a portal to a number of popular textbook publishers. It can take a few days or weeks to get approval of a request. The text will be delivered immediately or within a few days of approval.
  - o If the above source does not have a text, then we have to make a request from the actual publisher of the book. We might get a response within a day (extremely rare), several weeks, or several months.
  - o If we have previously acquired a text for another student, we may already have a file saved for that book.
- ➤ If we cannot find the book in electronic format from any of the above sources, or if you want to speed up the process, we can cut and scan your physical copy but only if you OWN the book. Rented books CANNOT be cut and scanned, because the binding will be cut off. It may take a day or two to have staff available for this process.
  - o Bring us your book:
    - ▪ On the main campus, come to the Services for Students with Disabilities office at Marpeck 114.
    - ▪ From the regional centers, ask the front desk staff to mail your book to us (from Bakersfield, Visalia, and Merced, this will be US mail, so it may take some time).

Services for Students with Disabilities
1717 S. Chestnut Ave.
Fresno, CA 93702-4709
(559)453-7130
www.fresno.edu/disability-services

Process for Acquiring Electronic Texts

- o We cut the binding off the pages. We physically cut your book in a way that it can never be restored to its original condition.
- o We put the pages through a high-speed scanner.
- o We save a pdf file for you that we provide you with.
- o If you are not willing to allow us to cut a book or you do not own that copy, then you are responsible for getting your own electronic copy.
- ➢ Once we have files of your books, we will prepare them to give to you:
  - o Students will receive an email indicating that their books are available and were shared with them via SharePoint on their FPU Office 365 account.
- ➢ In order to read/hear the electronic texts we give you, you should download and install our Read and Write software.
  - o Read and Write is text-to-speech software that reads the text aloud while simultaneously tracking the visual text on the screen.

We hope that this information on the process helps you understand that we are working hard for you and doing our best to get you the texts you need as quickly as possible. If you have questions, please contact us:

- Melinda Gunning, Director of Academic and Disability Support Services
  - o melinda.gunning@fresno.edu
  - o (559)453-2247
- Crystal Shipley-Gutierrez, Coordinator of Services for Students with Disabilities/ Assistant to the Director
  - o crystal.shipley@fresno.edu
  - o (559)453-5520
- Student Workers
  - o disability.services@fresno.edu
  - o (559) 453-7130