

**Alternative Media Services Agreement**

By signing below, I hereby acknowledge that I have completely read and fully understand the Disability Resource Center Alternative Media Policy.

- I acknowledge that in requesting materials in alternative formats I must own a physical copy of the textbook or other course materials.
- I acknowledge that I must provide the DRC a proof-of-purchase or proof-of-rental receipt before alternative media request is processed.
- I acknowledge that I should explore means of accessible course books, before submitting an Alternative Media Request.
- I acknowledge that publishers place digital copyright restrictions on eBook files which may prevent the DRC access from converting materials.
- I acknowledge that it is my responsibility to accurately and thoroughly complete an electronic Alternative Media Request form or fill out the paper form, for EACH textbook/material(s) that I would like to obtain in an alternative format.
- I acknowledge that requests for textbooks in an alternative format should be made at least four (4) weeks prior to when the materials are needed.
- I acknowledge that the DRC will try to honor my requests in a timely manner. However, the wait time can be shorter or longer depending on the specific materials and the format being requested.
- I acknowledge that materials provided to the DRC for the purposes of conversion to alternative format may be disassembled and returned to the student in its altered condition. In most cases, altered condition means that the binding will be cut away from the textbook.
  - The DRC will not be held responsible for any damage to materials that occur as a result of conversion to alternative format.
- I acknowledge that the DRC makes every effort to protect confidentiality for all students when making publisher requests on the students' behalf. In certain circumstances, it may be necessary to provide a third party with additional student information in following the publisher's requirement(s). In these instances, the DRC will contact me asking for a release of information which will include what information will be distributed to a third party.
  - I acknowledge that I am under no obligation to provide information to a third party. If I decline to provide this information to a third party, the DRC may be unable to procure a digital copy of the student's text.

- I acknowledge that I must notify the DRC immediately if there are any changes in the status of a request; this may include: class schedules, course requirements, alternative format need, if some or all the readings for a course are no longer needed, or if the course is dropped.
- I acknowledge that I will receive a notification when my request has been completed through my EMU-issued email.
- I acknowledge that I will be provided with one alternative format copy for each material required for academic use. Files are for individual use only. The student must comply with publisher laws as to not redistribute or share materials with others.
- I acknowledge that alternative media will not be provided for non-academic use.
- I acknowledge that if I have any questions, comments or concerns about Alternative Media Services, I will contact the Alternative Media Specialist by email at sa\_alternativemedia@emich.edu or by phone at (734) 487-2470.
- The DRC reserves the right to discontinue service if any of the above, or a combination of the above, are violated or abused.

**Copyright Acknowledgement**

Alternatively formatted materials prepared by the Disability Resource Center Alternative Media Specialist are only intended for my personal use. Further reproduction of these materials is an infringement of federal copyright laws.

**Student Conduct**

I acknowledge that in accordance with *8.1 Code of Community Responsibility of the University Policies, Rules and Regulations* section V, “public posting, selling of, or in any other way, distribution of notes of class lectures, course handouts and outlines, and/or any other University supplied materials without the express written permission of the instructor” is in violation of university policy and is subject to disciplinary action.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date