

Information and instructions for Requesting Materials in Alternate Format

1. Students will need to provide the college with documentation of their disability; they will also have to be currently enrolled at Monroe Community College (MCC) for the semester that they are requesting materials in alternate format.
2. Students requesting books and materials in alternate format will meet with the disability counselor to provide proof that they have purchased the text.
3. Students will understand and agree that no reproduction or copying of alternately formatted instructional materials will occur. Nor may students allow anyone else to reproduce or copy pursuant to the copyright revision act of 1976. (17 U.S.C . 101)
4. Students will not share alternately formatted materials or enhanced books with any other party.
5. Students will understand and agree that any violation of the instructions and agreement may be considered a violation of the MCC's Student Code of Conduct and may result in penalties, including suspension and expulsion.
6. Students shall sign an agreement prior to receiving materials in alternate format. This agreement shall be kept with a designated MCC official and on file for each semester in which the student requests and receives materials in alternate format.

Note: It is the student's responsibility to check with the counselor/advisor to see if the material in alternate format has arrived. Publishers may require up to 2-3 weeks to process requests. It is important that students place their request for alternate materials as soon as possible.

Students may also choose to access materials in alternate format from Recording for the Blind & Dyslexic or the Monroe County Library System. Recording for the Blind and Dyslexic (RFB&D) is a national nonprofit library with the largest digital textbook library and educational materials for visually impaired and dyslexic students. RFB&D works with publishers and technology innovations to bring accessible materials to individuals.

We recommend that students register with RFB&D and use their resources to assist with their academic success. The membership for students to RFB&D is free. Go to: their website at: <http://www.rfbid.org/> for more information.

The Monroe County Library System is a good source where students can find books in alternate formats. Students who are interested in using the library as a resource can find more information at the link below.

<http://www3.libraryweb.org/download.aspx?id=41>