

Alternative Format Policy

It has been determined that you are eligible for alternative format textbooks for the _____ 20____ semester. This accommodation will be reviewed each semester and does not carry through to subsequent semesters.

You have discussed your needs with your coordinator and have determined which books you are requesting. Submit receipts and Alt Format Request Forms to your coordinator for each textbook needed. Alternative format books are created on a first come, first serve basis so please submit these items in a timely manner in order to obtain your books before readings assignments are due.

In order for Disability Support Services (DSS) to meet publisher requirements, you must comply with the following regulations:

- Provide a copy of a book purchase or rental receipt (from any source) for all book titles being requested.
 - These must be received before media can be released.
- The material you request must be only for courses in which you are enrolled.
- The requested textbooks are being provided to you for use by only you.
 - You may not otherwise reproduce, use, sell, transmit, publish, broadcast, or distribute the file(s) to anyone, whether or not for a charge or other consideration; including but not limited to use in connection with the sale, retransmission, distribution, publication, broadcasting, circulation, or other dissemination, for any purpose, whether commercial or otherwise, without the express prior written permission of the publisher.

If we determine that you have misused your alternative format textbook and violated any of the above regulations, you may become ineligible for this accommodation in the future.

Research and Alternative Format

If you need assistance with accessing alternative format for research purposes please contact DSS at 307-766-3073 or Coe Library at 307-766-3190.

Questions

If you have any questions regarding alternative format please ask your coordinator or the Alternative Format Coordinator. We appreciate your consideration and adherence to these regulations, expectations, and policies.