

Process for Acquiring Electronic Texts

1. 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.
 - a. If this accommodation has not already been approved for you at Fresno Pacific University, please contact the Director, Melinda Gunning at 453-2247 or mgunning@fresno.edu.
 - b. You may be asked to provide verification that this is an accommodation necessary for you to be successful at a university.
2. 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>.
 - a. If you know the books you need, a list of titles, authors, and ISBNs is useful.
 - b. A complete list of courses for the entire semester should enable us to find out which books you need.
3. The student must be able to provide proof of purchase (or right to use) the physical copy of the texts requested.
 - a. Please save receipts just in case a publisher asks us for date and amount of purchase.
 - b. If you rent a text, we may not be able to provide an electronic text for you. We will let you know if this is a problem for that particular book.
4. Keep in mind that this process can be quite lengthy, so please give us several weeks or months to process your request.
 - a. 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.
 - b. 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.
5. Staff will search either the FPU Bookshop site or the database of textbooks for Degree Completion to determine the list of books needed.
 - a. If there are additional texts needed, you will need to list them for us.
 - b. If the course instructor has not requested a text from the Bookshop, staff will wait until a text is listed and/or request that the student get the information from the instructor.
6. Once the staff know what books are needed, they will look in several places for electronic versions of the text:
 - a. Bookshare—a database of electronic texts of thousands of books. (If you have a verifiable print disability, you can join Bookshare for free and find your own books, including books to read just for fun.) If Bookshare has your book, we can download it almost instantly.
 - b. 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.
 - c. If the above two sources do 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.
 - i. The response from the publisher may or may not be that they have the text in electronic format.
 - ii. Christian publishers tend to be even slower and less likely to have electronic format.

- iii. If the publisher has the book in electronic format, it can take days or weeks to get that copy.
 - d. If we have previously acquired a text for another student, we may already have a file saved for that book.
 - i. Keep in mind that editions change; professors change texts; any number of things could mean that we do not have the exact book that you need on file even for general education classes.
7. 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. It may take a day or two to have staff available for this process.
 - a. Bring us your book:
 - i. On the main campus, come to the Academic Support Center in Marpeck 105.
 - ii. From the regional centers, ask the front desk staff to mail your book to us (from Bakersfield and Merced, this will be US mail, so may take some time).
 - b. We cut the binding off the pages. (Yes, we physically cut your book in a way that it can never be restored to its original condition.)
 - c. We put the pages through a high-speed scanner.
 - d. We save a pdf for you.
 - e. We are working on a method to put your book into a comb binding, but for now we can three-hole punch the pages so you can put them in a binder.
 - f. 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. (You can scan the pages one at a time.)
8. Once we have files of your books, we will prepare them to give to you:
 - a. Students on the main campus will receive an email that a flashdrive is available to pick up at the Academic Support Center.
 - b. Students at the regional centers will be informed that their books are available in a Dropbox online.
9. In order to read/hear the electronic texts we give you, you should have a copy of Kurzweil software and an account which we will set up for you.
 - a. Kurzweil is text-to-speech software which reads the text aloud while simultaneously tracking the visual text on the screen.
 - b. We will send you a username and password for your account.
 - c. We will send you a link to download the web-accessible version of the software which you must save on your computer. The download process can take about an hour.
 - d. Once you have both the software and your books in electronic format, you must first open the Kurzweil software, and within Kurzweil, open the file of your book.
 - e. Instructional videos can be found at <http://www.kurzweiledu.com/how-to-videos.html> and http://www.youtube.com/watch?v=0Xe5Dhf5_mM&list=PL2362F55543AE1A62.
 - f. If you prefer to use another software program to read the texts we prepare for you, keep in mind that we do not run an optical character recognition program on the pdf.

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 Academic Support Services
 - 453-2247 mgunning@fresno.edu
- Susy Gonzalez-Padilla, Disabilities Assistant
 - 453-5513 susana.gonzalez@fresno.edu
- Student workers
 - disability.services@fresno.edu
- Academic Support Center
 - 453-5585

