

Please use a separate request for each book you would like in electronic format.

It is the DRC policy to cut and re-bind all texts that are presented for reading or scanning, when possible. This is more efficient, effective and timely for both students and the DRC. We are not responsible for texts that can not be re-bound.

Date of Request: _____ Term & Year: _____

Student Name: _____ Phone: _____ Email: _____

Course Title: _____ Instructor: _____

Course Number: _____ Section Number: _____

Book Title: _____

Copyright & Edition: _____ Publisher: _____

Author(s): _____

ISBN: _____

Please note: Reader Service requires you to provide a copy of the course syllabus for each requested book. Failure to provide a syllabus may result in a delay of the services.

Select one of these formats:

- Requested Format:
- 1. Word file (.doc)
 - 2. Text file (.txt)
 - 3. RTF file
 - 4. PDF file

- 5. CD-R
 - wave - audio format, or
 - mp3 - compressed digital audio
 (Required if CD-R)
 - Voice: Male, or Female
 - Speed (circle one) : 0 1 2 3 4

Include (circle): table of contents, figure caption, references.

Preferred Delivery Method: Pick-up from DRC office
 E-mail (send to: _____, or use above email address:)

Date	Comments	Initial

READING SERVICES: Taped & Scanned Texts

Student Responsibilities

Services Provided by PSU Reader Services:

Disability Resource Center's (DRC) Reader Services will tape/scan reading material after it is determined that the book has not been recorded through Recordings for the Blind & Dyslexic (RFB & D) or The State Library for the Blind (SLB) or from the publisher. DRC will have read/scanned what is required (not recommended) for the class that the student is enrolled in. There is no cost to the DRC student for this service. However, recorded/scanned tapes are the property of the DRC and must be returned to the office at the end of each term.

EACH TERM CONTINUING STUDENTS WHO RECEIVE READER SERVICES NEED TO:

1. Use Priority Registration and fill out a Service Request form in order to establish your class schedule.
2. Get the required reading list and the course syllabus for your classes from your instructors. If you have difficulty contacting the professor, use voice mail, e-mail, or contact the department secretary (they may know how to reach the professor more easily). When you contact the professor or the department secretary, identify yourself as a student registered at the DRC who uses the reading services. If, after repeated tries, you are still unable to get the book list and syllabus, contact the Reader Coordinator. We wish to emphasize that we need to have the syllabus in order to be able to offer appropriate and timely services.
3. Fill out a Book Request Form so that the DRC knows what books you will need.

Please note that federal copyright law requires that you purchase a copy of each book you need.

If you need taped texts, please deliver these to DRC:

1. SERVICE REQUEST FORM
2. SYLLABUS
3. BOOK REQUEST FORM

In order for you to begin receiving your tapes in a timely manner you will need to provide these materials to DRC **at least two weeks before class begins**. Reading material that is delivered to DRC after the first week of class may require a longer turnaround time (often more than three weeks) since we may have to hire, train and equip a new reader to accommodate a late request. The DRC will be working to get materials read/scanned in a timely manner. Your patience is appreciated.

Please notify Reader Services immediately if:

1. You are having difficulties with the tapes or electronic texts.
2. You drop a class.
3. The professor makes any changes on the course syllabus that will affect the reading schedule or sequence.

Please pick up tapes and/or scanned material at least once per week. Failure to pick up tapes may result in suspension of services and require a meeting with the DRC Accommodations Coordinator or DRC Director before services are reinstated.

Please let us know if you are not satisfied with the quality of the reading on your cassettes.

If you have any questions, concerns, or problems, please contact Reader Services directly at 725-4153 or 725-4100

I understand the above stated conditions.

Print your name

Signature

Date