Multiple Format Material Guide for Students

INTRODUCTION

To have access to our Multiple Format services, you must be registered with AccessAbility Services and approved to receive multiple format material(s) for a disability-related need.

Multiple Format Process is provided by Publishers and the Ministry of Training, Colleges and Universities (MTCU). However, our office recognizes that there is a need for our office to supplement the services offered by Publishers, the MTCU and your own ability to scan the material. Therefore, only those documents not available in electronic format from other sources may be submitted to AccessAbility Services for conversion.

Upon your submission of your MFP Request Form, our office will first contact the Publisher to determine if an e-text is available for your textbook. If the e-text is available, the Publisher will forward it to our office and we will then provide you a copy of the e-text. If the e-text is not available from the Publisher, we will need to take the binding off your textbook and scan the textbook using our high speed scanner.

The quality and format of the original materials will determine the quality of the final product. As such, it is your responsibility to provide a clean copy of the requested materials. We also cannot guarantee a completion date for your materials to be picked up but we will make every attempt to provide the material in a timely manner.

STUDENT CONTRACT

In order to obtain authorization to have your course material scanned you will be asked to sign a contract detailing the terms of the service provided.

COPYRIGHT

In accordance with copyright laws, you are required to purchase your own copy of the required instructional material in order to be eligible to receive an alternate format of that material.

You will be required to provide a receipt or other proof of purchase for the instructional material in order for your request to be processed.
Any accommodation materials are for single, non-transferable, educational use only. You are strictly forbidden by law from duplicating the materials and/or make the materials available to other users.

**TIMELINES**

You should submit your requests 4-6 weeks in advance before you require the materials whenever possible (e.g. in July for September courses). If you are unable to submit your request in advance, there will be a delay in how quickly you will receive your materials in the requested format.

**SUBMITTING REQUEST**

**Step 1:** Contact your professors to find out what books you will need. If you are unable to find out what books you need in advance, submit your request(s) as soon as the book list becomes available at the U of T Bookstore [here](http://www.uoftbookstore.com/online/merchant.ihtml?id=454&step=2).

**Step 2:** Submit a Multiple Format Request Form 4-6 weeks in advance with proof of purchase and a copy of the course syllabus.

**SHORT TERM LOAN MATERIAL**

Material available for short term loan in the library will require more planning on your part for transferring material in alternate format. We suggest the following:

- Review your course syllabus to determine if there are required readings that are only available on short term loan.
- If there is short term material required reading, speak to the Instructor about getting a second copy. Often instructors have a copy that we may be able to borrow.
- If the Instructor does not have a second copy available, speak to the Library staff about your needs as they may be able to provide you with a photocopy of the material.
- Should there be any concerns about this please speak to our office so we can assist you.

**FORMAT**

While we will do our best to meet your format requirements (you indicate your preferred format on the MFP Request Form), the final decision will be based on the suitability of the subject matter and time available to scan. (i.e. The document may be scanned in PDF instead of Kurzweil, where appropriate)

**A. LARGE PRINT PRODUCTION**

One copy of the text is needed. Please make sure the text is in excellent condition. Since it will be taken apart, photo-enlarged or scanned, rebound and returned to you, any marks in the text will be reproduced. Please provide us with information about the size of text required – for example, font size
(e.g., 16pt.) or enlargement percentage (e.g., 150%). Let us know of any changes so we can stop or alter production.

**BINDING OF YOUR ORIGINAL MATERIALS**

To scan your materials (if the e-text is not available from the publisher), the original binding will need to be removed from your textbook. Once the textbook has been scanned, the textbook will be rebound using a spiral binding (the original binding cannot be reattached).

If you are submitting your textbook to have it taken apart and rebound in smaller units, please indicate this on the MFP Request Form. You will need to place tabs in your textbook to show us how you want your textbook to be made into smaller units.

**CHANGE OF INFORMATION PROVIDED TO ACCESSABILITY SERVICES**

You are responsible for informing us if:

- The title of the required textbook changes
- You withdraw from the course
- The course is cancelled
- Or if any other change take place so we can cancel the order or make necessary changes

**CONCLUSION**

We welcome your comments and suggestions -- and we rely on your assistance. We look forward to working with you -- and helping you meet your educational goals.