Accessible Text Policy and Procedure

The Disability Services Office (DSO) at Boston College provides accessible texts course material for students who have been approved for audiobook or e-text accommodations. As many books are not in accessible formats, the process to reformat a book may take approximately 3 weeks from the date the book is received in the Disability Services Office. This process requires the student and DSO to work together in order to provide materials to the student in a timely manner. The following information outlines the e-text process. Failure to comply with this process may result in a delay in receiving accessible materials.

Policy and Procedure

- Student provides appropriate documentation to DSO and registers with Dean Durrett to receive academic accommodations.
- Student meets with Dean Durrett to request and be approved for accessible text accommodation.
- Student provides complete course schedule (title, number, section, and professor of course) including professors’ email addresses to DSO.
- Student requests syllabi from all professors, keep one copy and send one copy to DSO. The syllabi allow DSO to track required reading assignments. DSO must receive your syllabi before the books can be reformatted.
- Student researches available formats online. Café Scribe, Learning Ally, Access Text Network, Bookshare, and Amazon.com often offer alternative formats.
- Student completes online accessible text request form for all texts unavailable in accessible formats. (Request from DSO via email.)
- Student searches the Boston College libraries for print books. If available, check out and bring to DSO. If unavailable, student purchases print books from preferred source to mail or bring to DSO.
- Student assigns due dates, according to syllabus, by when reading is needed (e.g. 5 days before due) for DSO.
- DSO emails professors questionnaire for inaccessible texts concerning reformatting charts, graphs, images, etc.
- DSO sends questionnaire, print book, syllabus, and due date information to O’Neill Library to be reformatted by the Digital Imaging Lab.
- Digital Imaging Lab sends completed material to student via email, according to date listed.

NOTE:
- This process may take approximately 3 weeks from the date the book is received in the Disability Services Office.
- DSO will not assume sole responsibility for researching and attaining students’ books.
- DSO requires students’ schedules before implementing the accessible text process. The schedule alerts DSO that student will be using accommodations.
- Upon request, DSO will provide guidance in researching materials.
The Disability Services Office at Boston College recognizes and abides by copyright law. In contract signing with Dean Durrett and by receiving accessible texts, student agrees not to redistribute or sell material without authorized consent.