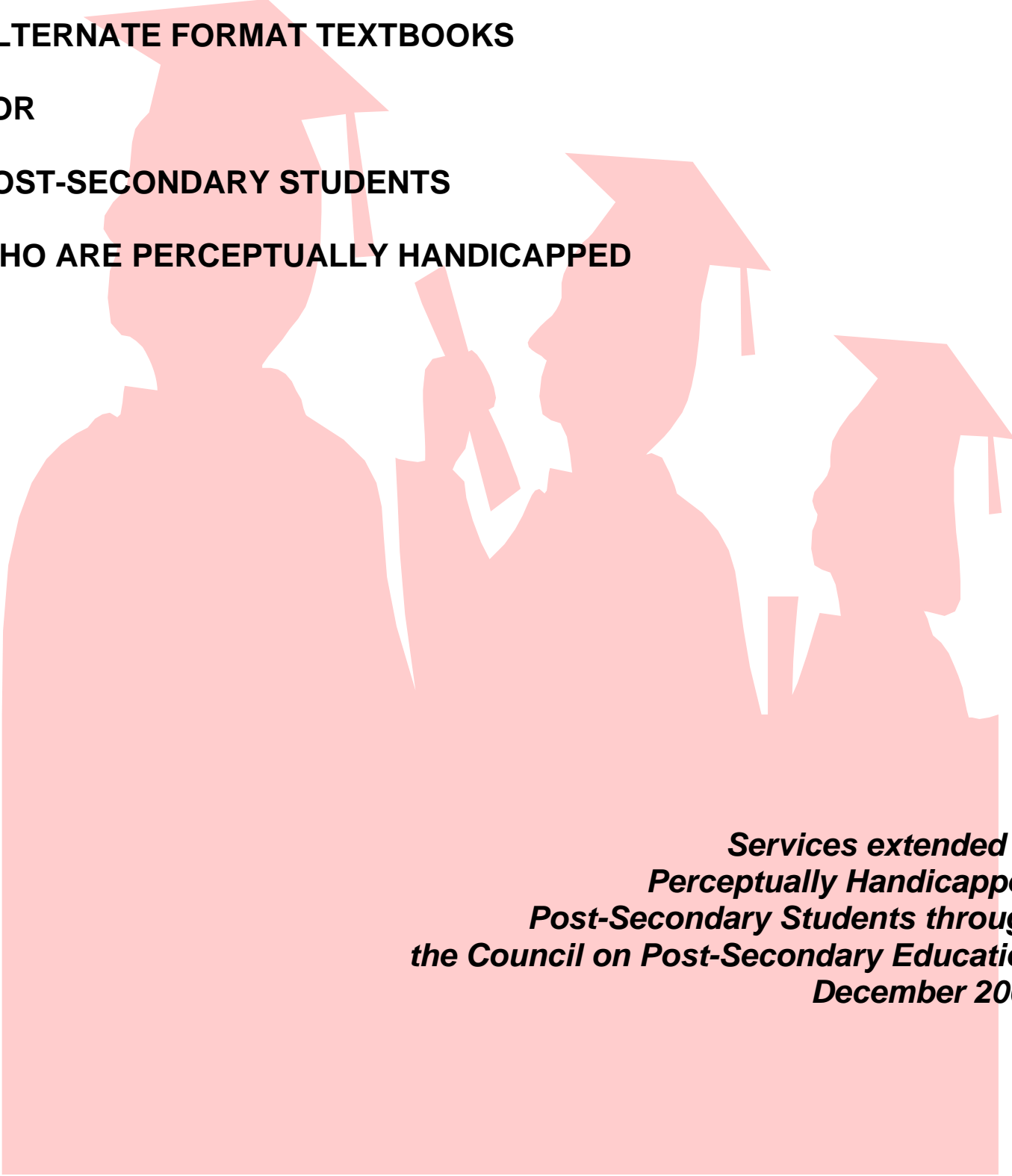


***Manitoba Department of
Education, Citizenship and Youth***

**ALTERNATE FORMAT TEXTBOOKS
FOR
POST-SECONDARY STUDENTS
WHO ARE PERCEPTUALLY HANDICAPPED**



***Services extended to
Perceptually Handicapped
Post-Secondary Students through
the Council on Post-Secondary Education
December 2008***

Alternate Format Textbooks for Post-Secondary Students Attending Manitoba's Universities and Colleges

An administrator of alternate format textbooks physically located at Room 215, 1181 Portage Avenue works with students who are perceptually challenged and with special needs coordinators at Manitoba's colleges and universities to meet textbook needs in alternate formats -- audio, large print and electronic text (E-Text).

To have access to our services, you must be registered by staff at the college or university as having difficulty reading print.

Once a list of required textbooks is received, the administrator searches for titles, both in our collection of post-secondary textbooks and across North America, borrows available texts, and circulates materials to eligible students. If the required title is not available, staff from disability services at the college or university are notified. All borrowing costs for post-secondary materials are paid by the Council on Post-Secondary Education.

Checklist for Post-Secondary Orders

We urge you to use the following checklist as a guide when ordering textbooks. Order forms can be found on our website which can be submitted directly online. There is also a printable form that you can submit by FAX, mail, - or you can phone in your order. Contact information is on the last page of this guide to services.

Checklist

✓ **Send** in your orders as soon as possible. (The longer the lead-time, the better!)

✓ **Provide** us with **accurate** bibliographic information. We will need:

- Title - full title please!
- Author(s) - first and last names
- Publisher
- Copyright date
- Edition - very important!
- ISBN number - extremely helpful!

First. We will search local, national and U.S. databases to find out if the title is available. We will contact you with the results -- probably within a few days. If we find the text, we will borrow on your behalf and circulate it to you as soon as it arrives. The borrowing process may take up to six weeks.

Check to make sure you are registered with Recording for the Blind and Dyslexic (RFB&D). If not, get in touch with the special needs coordinator at your college or university. He or she will have the registration forms and help you fill them out. Costs for membership and borrowing audio files or purchasing e-texts are covered. Include your RFB&D membership number on any order form submitted. RFB&D is a primary source for interlibrary loans, and Media Production Services searches its database for each title requested. U.S. based, this non-profit agency provides educational and professional books in accessible media for people with print disabilities. They have a huge lending library of books on audio files, and a recording service for new titles. E-texts (books on computer disk) can be purchased if available. Membership and borrowing charges are paid by the Council on Post-Secondary Education.

Once you are a member of RFB&D, you can access their collection by phone (1-800-221-4792) or through their web site <http://www.rfbd.org> without charge. If ordering leisure or supplementary reading, please have them sent to your home address. Textbook orders will still come through us.

Second. We may locate an earlier or later edition. We will contact you so that you can get in touch with your instructor to see if this edition would be satisfactory.

Third. Please include an address where you want your textbooks sent -- to your home, to the college or university, or to another address. We will contact you each time an instalment is sent out.

LET US KNOW IMMEDIATELY IF THE TITLE OF THE REQUIRED TEXTBOOK CHANGES, IF YOU WITHDRAW FROM THE COURSE, IF THE COURSE IS CANCELLED, OR IF ANY OTHER CHANGE TAKES PLACE SO WE CAN CANCEL THE ORDER. ✓

We want to make sure that scarce dollars are spent efficiently and staff time is not wasted.

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.

Handy Web Addresses

Our Web Site: <http://www.edu.gov.mb.ca/k12/blind/afs/index.html>

Our Catalogue: <http://smscat.merlin.mb.ca>

Council on Post-Secondary Education (COPSE): <http://www.copse.mb.ca>

Student Aid: http://www.gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html

RFB&D application (PDF): <http://www.rfbd.org/indapp.pdf>

Contact:

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215 - 1181 Portage Avenue
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PH.: 945-8157

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E-Mail: Judith.hogue@gov.mb.ca

HOURS: Administrator

Monday to Friday 8:30 am to 4:30 p.m.
(phone messages, FAX and Email can be accepted at any time)