



Education
Media Production Services
Educational Resources Branch

ALTERNATE FORMAT TEXTS FOR POST-SECONDARY STUDENTS

*Services extended to Print Disabled
Post-Secondary Students through
the Council on Post-Secondary Education
May 2012*

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 with print disabilities (blind/visually impaired, physically disabled and learning disabled) and with accessibility coordinators at Manitoba's colleges and universities to meet textbook needs in alternate formats -- audio, braille, 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 being significantly visually impaired or demonstrate another certifiable disability which affects your ability to read print.

Once a list of required textbooks is received, the administrator searches for titles, both in our collection of post-secondary textbooks and across Canada, borrows available texts, and circulates materials to eligible students. If the required title is not available, the administrator manages and organises the production of textbooks in an alternate format.

The Council on Post-Secondary Education covers all costs for the production of post-secondary materials. The Administrator of Alternate Format Materials serves as the primary contact. Students can either work with the administrator directly, or order books through the accessibility coordinator at their college or university.

CHECKLIST FOR POST-SECONDARY ORDERS

For us to give you the best possible service, we need your help. **It will be your responsibility to advocate for yourself and follow-up on any orders you send to us.**

We urge you to use the following checklist as a guide when ordering textbooks. Order forms can be found on this 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

1. Send in your orders as soon as possible (the longer the lead-time, the better!).
However, we realise that instructors and textbooks are often assigned at the last minute, and that often the book stores simply cannot get the required texts in a timely manner. Work closely with your university or college accessibility co-ordinator to discuss how any problems in providing textbooks or obtaining course outlines can be resolved. Talk to your instructor as well and see if you can borrow his or her textbook if there are delays in obtaining texts.
2. 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!
3. Please provide us with complete contact information, such as address, telephone number, etc.

MEDIA PRODUCTION SERVICES WILL DO THE FOLLOWING:

First. We will search local and national 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.

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

Third. If no copy is available, we will contact you (or your accessibility coordinator) and discuss production requirements and time-lines.

IF PRODUCTION IS REQUIRED, PLEASE DO THE FOLLOWING:

- Provide us with vital course information -- for instance, course name and number, course duration, the precise date when the text is needed, and if the text is required or optional. Optional titles will be searched and provided if available, but will not be considered for production.
- Specify the desired format. While we will do our best to meet your format requirements, the final decision will be based on the suitability of the subject matter. For instance -- math books, certain texts which have many illustrations or maps, or some computer books are not well suited to audio. E-text with tactile illustrations, large print or braille would be preferred. When questions about format arise, we will contact you to make sure that the best possible textbook for your needs is either borrowed or produced.
- Talk to your instructor and attach a course outline to your order form that includes chapter sequences with dates required so that you receive the sections of your textbook in the order it will be taught. It is very important that we have full information about the dates and teaching order of the textbook.
- Braille, audio and e-text production is a lengthy and expensive process, and since these texts will likely be sent out to you in instalments, we want to make sure that you get the right chapter at the right time.

For braille, e-text and audio production, a course sequence with dates required is a must. We cannot provide production service without one.

- Identify a student services accessibility coordinator at your college or university who we can get to know and work with to help meet your textbook needs.
- Add any other information you consider important. For instance, you may need braille labels on digital media such as CDs or DVDs.
- When production is required, you must provide us with regular print textbooks (in excellent condition, please) as quickly as possible. We simply cannot begin production until we receive them. If audio production is requested, two copies of the textbooks are required.

- 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 STOP OR ALTER THE PRODUCTION SCHEDULE.

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

POST-SECONDARY TEXTBOOK PRODUCTION PROCEDURES

AUDIO PRODUCTION

Two copies of the text are needed -- one for the narrator, the other for the recording technician. They will be returned to you once production is completed. Should you be able to obtain only one print copy, send it to us immediately without waiting for the second copy.

Send in the second copy as soon as you possibly can. Audio production is a lengthy process, and the audio files will be sent out in the order you specify. If you have questions about the status of the production process, get in touch with the program administrator immediately.

As soon as they arrive (**DO NOT DELAY**), check each audio file to make sure it is complete, in good working order, accurate and labelled correctly. The Council on Post-Secondary Education has no control over the quality of materials produced out-of-province or at other production facilities. If there is a problem, contact the administrator immediately and the audio file will be repaired or replaced as quickly as possible. Let us know immediately about any changes in teaching sequence; in recording priorities among several books; about course cancellations or withdrawals so that we can stop or alter production.

BRAILLE PRODUCTION

One copy of the text is required. The following subjects will be considered for production -- for example, computer manuals, math, science, or geography texts.

Braille supplements may be produced to accompany audio and e-text books where sections are not suitable for aural learning. We may have to remove the spine for production reasons, but the text will be returned to you rebound with a spiral spine.

For braille production, it is a requirement to include the teaching order of the texts along with the classroom teaching dates so that installments will be sent in the correct order. If only parts of a text are to be used, please submit a list of required print pages and the specific dates they will be needed in the classroom.

Again, if there are any changes in teaching order of the text, if the title changes, if you withdraw from the course, if the course is cancelled, or any other reason, let us know so we can stop or alter production schedules.

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 point size (font) required. Let us know of any changes so we can stop or alter production.

If only parts of a text are to be used, please submit a list of required print pages and specific dates they will be needed in the classroom. Again, if there are any changes in teaching order of the text, if the title changes, if you withdraw from the course, if the course is cancelled, or any other reason, let us know so we can stop or shift production.

E-TEXT PRODUCTION

One copy of the text is needed. It will be taken apart, scanned, edited, rebound and returned. Please be prepared to specify editing standards – for instance, you may not need references, footnotes, chart and graphs, etc. You may not want word-by-word editing. Discuss this issue with your instructor, keeping in mind whether you will be accessing this information through sound, through font enlargement on your computer, or through braille display.

For e-text production, it is a requirement to include the teaching order of the text so that installments will be sent in the correct order.

If only parts of a text are to be used, please submit a list of required print pages and specific dates they will be needed in the classroom. Again, if there are any changes in teaching order of the text, if the title changes, if you withdraw from the course, if the course is cancelled, or any other reason, let us know so we can stop or shift production. Many of our students are requesting that electronic texts be sent by email, which certainly is a time-saver.

RETURNS

Please return all books, audio files, and CD-ROMs as soon as the course is completed. Do not wait until the end of the school year, as in some cases, we are charged quarterly for books borrowed from other sources. Books and audio files borrowed from other resource centres in Canada are to be returned as soon as they are no longer needed. We want to maintain our good borrowing reputation with these agencies -- and we are sure that you want to keep up a good borrowing reputation with us!

RENEWALS

In some instances, renewals or extensions can be arranged. Call the program administrator.

CONCLUSION

We welcome your comments and suggestions -- and we rely on your assistance. You are the source of the vital information we need to tailor post-secondary services to meet your needs. We look forward to working with you -- and helping you meet your educational goals.

Handy Web Addresses

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

Our Catalogue: <http://library.edu.gov.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

Contact:

**Administrator
Post-Secondary Alternate Format Textbooks
215 - 1181 Portage Avenue
Winnipeg MB R3G OT3**

PH.: 204-945-8157

FAX: 204-948-1321

Email: judy.mcconnell@gov.mb.ca

HOURS: Administrator

Monday to Friday 8:00 a.m. to 4:00 p.m.

(phone messages, FAX and email can be accepted at any time)