



ALT TEXT TERMS OF SERVICE

STUDENT AGREEMENT FOR THE USE OF ANY ALTERNATIVE TEXT PROVIDED BY READER SERVICES AT
LANSING COMMUNITY COLLEGE (LCC)

CONDITIONS

I agree to all of the following conditions in order to receive [alt text](#) accommodations:

- I am currently enrolled in the course for which I am requesting services.
- I have been approved for alt text accommodations for the appropriate semester by an [access consultant](#).
- No services will be provided until I submit [proof of ownership](#) to Reader Services.
- I will attempt to find my text in accessible format through [publicly available resources](#).
- I understand that processing time for alt text requests vary by availability and the amount of intervention required.
- If requested, I will provide a reading assignment list to Reader Services to better prioritize processing.
- If requested, I will furnish the original copy of my text to Reader Services.
- I consent to allowing Reader Services to [chop](#) my book should the need arise.
- I will not sell, share, copy, reproduce, or distribute any materials given to me as an accommodation.
- I will not use alt text accommodations to circumvent paying for my textbooks.
- I will delete all electronic materials given to me as an accommodation when I no longer possess the originals.
- Any violation of this policy may result in disciplinary action by the college, may constitute violation of federal and/or state laws, and may result in civil proceedings and payment of fines to copyright holders.
- My signature on this document represents an agreement to all above conditions for every semester for which I receive alt text services at LCC.
- I will request my alt text through the [Reader Services Alternative Text Request form](#).

PUBLICLY AVAILABLE RESOURCES

Many publishers make their books available for purchase in an electronic format. Not all electronic texts sold in this format will read aloud with a [screen reader](#), but many will. Developing the skills and knowledge to find these sources will help you in the long-term by promoting independence and because [e-texts](#) are often cheaper than their physical counterparts.

ETEXTBOOKS

- [VitalSource.com](#) – eTextbook store with a [commitment to accessibility](#).

EBOOKS

- [Amazon.com](#) – sometimes accessible on computers with [their free plugin](#).
- [Apple iBooks](#) – sometimes accessible on Macs or [iOS devices](#).
- [Google Play Books](#) – sometimes accessible on computers or [mobile devices](#).

GLOSSARY OF TERMS

- **Access consultant** – Any of the members of the Center for Student Access (CSA) core staff.
- **Alternative text (alt text)** – Any informational materials provided in a format other than the original.
- **Chop** – The process of removing the binding to a book in order to scan it. This is an irreversible process and may prevent you from selling your book back to bookstores. Reader Services will only request your book for chopping as a last resort when an alt format cannot be found elsewhere.
- **E-text** – Any text provided in an electronic format.
- **eBook** – An electronic text, usually referring to novels and other texts that aren't considered textbooks.
- **eTextbook** – An electronic textbook used for academic courses.
- **Screen reader** – Software used on computers, tablets, phones, or other electronic devices that read text aloud using a computerized voice. Screen readers come in two categories: full system programs (intended for blind and low-vision users), and more basic text-to-speech programs.

Full System Programs (for blind/low-vision)	Text-to-Speech Programs (for sighted users)
JAWS	NaturalReader (free version available)
NVDA (free, open source)	Balabolka (free version available)
	More Info

- **Proof of Ownership** – Proof that you own the text. This could be a receipt, invoice, or Reader Services may ask to see your book as proof that you own it. Ownership includes leasing, renting, or any other form of temporary ownership as well as permanent ownership.

E-TEXT THROUGH READER SERVICES

Reader Services will fulfill all e-text requests by sending a link to the electronic book to the students' email (username@mail.lcc.edu). Students will be able to download the book to any computer or mobile device for the duration of the semester, after which the download link will be deactivated.

Contact Reader Services at (517) 483-1225 or readsrv@lcc.edu for more information.