



Center for Accessible Resources

Alternate Format Accommodations Student Agreement

Center for Accessible Resources (CAR)

All students using an alternate format accommodation are responsible for understanding the following:

- Contact alternate format staff for a referral to the Titan Bookstore to purchase textbooks early.
- Students need to submit a production request, additional to the accommodation request, in AIM each term for each item they would like to have reformatted.
- Students must obtain copies of textbooks or other materials needed for alternate format and must abide by copyright laws and agreements.
- Students may be asked to provide proof of purchase before reformatted materials will be released.
- Alternate format production can take up to twenty (20) business days to complete. Completion may be delayed if information is needed from the student during production. Production is paused until information is received from the student. When the information is received, production will be resumed. This may cause completion to take longer than twenty (20) business days.
- If extensive reformatting of the textbook needs to be conducted, this may cause the conversion timeline to be significantly longer than twenty (20) business days. Students will be alerted by email if this is the case.
- If requested for scanning, textbooks and other materials need to be in good condition. Book bindings will be removed then re-bound and returned.
- CAR is not responsible for any damage to the original material or loss of content due to margin size during the reformatting and rebinding process. Items that cannot be rebound without significant loss of content will be returned to students unbound.
- Visual elements such as images or math equations may not be readable by computer screen reader applications.
- Materials will be emailed via Google Docs and will expire thirty (30) calendar days after being sent. Students are responsible for checking their student LCC email regularly and downloading materials before expiration.
- Students agree not to copy, distribute, or sell any reformatted material.
- Students are responsible for deleting all electronic files when finished with the course.
- Original materials will be recycled if not claimed by the last day of the term.

I have read and understand the agreement for students using alternate format accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.

Date: _____

Signature: _____

Print Name: _____

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu