

Alternate Format Textbook – Request and Agreement

Mars Hill University requires students to participate in the rental textbook program; therefore, eligible individuals who wish to utilize rental textbooks in alternate format should complete the opposite side of this form and return it to the Office of Disability Services at the beginning of the semester. The information required for the form should be available through the MHU Bookstore/Rental Textbook program

The Office of Disability Services will then contact publishers to request an accessible PDF at no extra charge to the student. This can take up to several days or several weeks for the publisher to respond. Once the accessible PDF file is received, individuals will be notified via MHU email about how to access the file. Individuals may then use a free application for text-to-speech assistive technology such as *Natural Reader* or *Balabolka*. Other program recommendations are also available upon request.

If the publisher is unable to provide an alternate format via PDF, the Disability Services Coordinator will contact individuals to discuss further options to ensure access.

By submitting this form I agree to the following:

1. I am currently enrolled for these course(s) for which I am requesting alternate format materials and can provide a copy of my receipt for rental or purchase.
2. I will not copy or reproduce alternate format material nor allow anyone else to do so pursuant to the requirements of the Copyright Revision Act of 1976 as amended (17 U.S.C. §101 et seq.).
3. I will not share alternate format materials with any other party.
4. Upon completion of the semester I understand that Disability Services will remove my access to the alternate format PDF. Therefore, if I have purchased the book I am responsible for fully downloading the materials, should I wish to use them in the future.
5. I understand that any violation of this agreement may be considered a violation of the University Code of Student Conduct and may result in sanctions through the Office of Student Conduct. Violations, and may also constitute a violation of federal and/or state laws which may result in further penalty.

Signature

Print Name

Student ID

Contact Number

Please type or print legibly, or see Disability Services for assistance; forms which cannot be read will not be processed.

Course Name & Number: _____ Professor Name: _____

Book Title/Edition			
Author / Publisher			
ISBN #			
<i>For DS Office Use only</i>	<i>Receipt Attached:</i>	<i>Rental</i>	<i>Purchased</i>
Date Requested & Source			
Date Obtained		Date Sent	

Course Name & Number: _____ Professor Name: _____

Book Title/Edition			
Author / Publisher			
ISBN #			
<i>For DS Office Use only</i>	<i>Receipt Attached:</i>	<i>Rental</i>	<i>Purchased</i>
Date Requested & Source			
Date Obtained		Date Sent	

Course Name & Number: _____ Professor Name: _____

Book Title/Edition			
Author / Publisher			
ISBN #			
<i>For DS Office Use only</i>	<i>Receipt Attached:</i>	<i>Rental</i>	<i>Purchased</i>
Date Requested & Source			
Date Obtained		Date Sent	

Course Name & Number: _____ Professor Name: _____

Book Title/Edition			
Author / Publisher			
ISBN #			
<i>For DS Office Use only</i>	<i>Receipt Attached:</i>	<i>Rental</i>	<i>Purchased</i>
Date Requested & Source			
Date Obtained		Date Sent	

NATURAL READER TEXT READER PROGRAM

To utilize Natural Reader for text to speech, and speech to text, follow these steps:

TEXT TO SPEECH

1. Go to <http://www.naturalreaders.com/index.html> and download the free version of Natural Reader for your computer (Windows or Mac).
2. Open the Natural Reader program, then click the **OPEN** icon near the top left.
3. On the left will appear your computer's libraries and options.
4. Find your book and or chapter that you wish to read and click enter. It should fill in the page.
5. On the top tool bar, there are settings for different voices and speeds. Try out what you like until the settings are pleasing to you.
6. Click the Arrow button at the top to read. It works to click at the start of the section that you want, or to highlight just the text that you want.
7. When finished, you can click the **SAVE** icon on the right, and then download another book or chapter. The program will keep a list of the documents you have been reading. Or, you can delete and start over the next time you want to use the program.

TEXT TO SPEECH

This program will also let you type your own draft into the textbox of the program when you click on the **NEW** icon. You can then have the text you have written read back to you in case you like proofreading that way. When finished, you can save what you have written in your computer as an RTF (Rich Text File) or Text File. From that, I think you can then copy and paste into another format or Word Document and/or save it in the format that you wish.