

Alternate Media Program Service Agreement

Disability Programs and Resource Center

San Francisco State University

Name _____	SFSU Student ID#: _____		
Date: _____	Phone: _____	Email: _____	Code: _____

1. The DPRC **staff will determine eligibility for alternate media** (based in part on the professional documentation supplied by the individual requesting assistance).
2. Eligible **students must be enrolled in the course** for which they are requesting an alternate format **and** the materials must be **required reading** for the course. A solid rationale for converting optional materials will be considered.
3. Individuals requesting materials in alternate formats **must own a physical copy** of the textbook or other course material. Alternate Media will begin research upon receiving a request form, however a physical copy or a receipt of materials must be verified before the alternate format is provided.
4. The **specific media format** will be determined by the individual's preferences in conjunction with the DPRC staff's recommendation.
5. To initiate work on any alternate media conversion, a student will need to submit an **online request form and a reading schedule** (often in course syllabus) as soon as possible.

If no reading schedule or syllabus is available, then it is advised for the requestor to submit best estimates for the first few assignments until they acquire and submit a reading schedule.

6. The DPRC will set **timelines** for completion of conversions based on when the request is submitted and when all materials are received, including the hard copy and reading schedule. Extenuating circumstances will be taken into consideration.

If it is determined that a request will not be fulfilled in the expected time of completion, then a DPRC staff person will notify the student of the projected completion date.

7. For the purpose of conversion into an alternate format **textbooks may be disassembled** and returned to the individual rebound with a plastic comb binding. The University bookstore is willing to buy back these rebound materials although the DPRC will not be held responsible for any damage to the materials that occurs as a result of conversion to alternate format.

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8. Individuals will be provided with **one alternate media copy** for each material required for academic use. This material is copyrighted and may not be reproduced or distributed in a format other than a specialized format exclusively for use by blind or other persons with disabilities. Any further reproduction or distribution in a format other than a specialized format is an infringement.
9. Alternate media is provided for participation in **SFSU program activities only**. Alternate media will not be provided for personal use.
10. The DPRC reserves the right to discontinue service if any of the above, or a combination of the above, are violated or abused.

For further information about the Alternate Media Program, please call 415-405-2180 or send an email message to altmedia@sfsu.edu.

I have read the service agreement and understand the procedures and conditions listed above. My signature is my commitment to adhere to these responsibilities and terms.

User Signature _____ Date _____

DPRC Staff Signature _____ Date _____