

Procedure for Alternate Text Formats

Alternate text requests are determined on a case-by-case basis, based on an individual's disability documentation or explanation of the functional limitations of a disability. SNAP determines and coordinates reasonable alternate format accommodation to ensure materials are accessible to students with disabilities.

Requesting textbooks in an alternate format can be a lengthy process. Alternate formats may include e-text, audio, large print, Braille, or other format. We will work to get the text in the format that works best for you.

Students are encouraged to contact the course instructor or the college bookstore at least four (4) weeks before the class begins to obtain the following information: title, author, publisher, edition, and ISBN number. Individuals requesting alternate text format from SNAP must use the information to complete and submit the Alternative Text Request Form.

If a textbook is not readily available in an alternate format, you will need to bring your textbook to the SNAP office so we may consider, with the publisher's permission, cutting the binding, scanning the book, and converting it into an electronic format.

Please follow these steps when requesting books in alternate format

- ✓ See whether you can purchase your book as an e-book, audio book or other format that will work for you. If it is available in another format, consider purchasing the alternate format instead of a printed version.
- ✓ Check these sites to see an alternate format of your book is available.
 - [Bookshare](#)
 - [Library of Congress](#)
 - [LibriVox](#)
 - [ManyBooks.net](#)
 - [National Library Service](#)
 - [Project Gutenberg](#)

We encourage you to create an individual account to enable greater access to texts.

- ✓ If you aren't able to get a text in an alternate format, purchase a hard copy of your textbook.

Save the receipt. Publishers require that our office have proof of purchase.
- ✓ For books not found in an alternate format, complete the [Alternative Text Request Form](#).

If you are unable to access this form, please contact our office at snap@cofc.edu.
- ✓ Once the alternate format text is received by SNAP, we will send an email notifying you that it is ready for pick-up.