

ALTERNATE FORMAT AGREEMENT FOR SERVICES

Name: _____ **L#:** _____

Telephone: (home) _____ (cell) _____

OK to leave message identifying the caller as Disability Resources: ☐ Yes ☐ No

E-Mail address: _____

- The process of converting materials to alternate format can take 5 to 15 business days to complete.
- I understand and agree to abide by the purchase and copyright agreements stated in the front of textbooks and materials.
- I agree not to copy, distribute, or sell any reformatted material provided to me by Lane Community College Disability Resources.
- I will provide textbooks and other materials for reformatting. They will be in excellent condition. I understand that documents with "dog-eared" pages, highlighter marks, or hand written notes may not be accepted (will not scan well).
- Textbook bindings will be removed for scanning and then the text will be re-bound using a coil binding before it is returned to me. I understand that I may request that my textbook not be re-bound.
- Disability Resources is not responsible for any damage to the original material during the reformatting process.
- Original materials will be recycled if not reclaimed by the last day of the term.
- I understand that I am responsible for returning reformatted material to the Disability Resources office in good condition by the last day of the term.
- If I receive materials electronically, I am responsible for deleting the files from my computer or other electronic device.
- I understand that I need to complete and submit a Production Request to Disability Resources each term for each item I would like to have reformatted.

By typing my name below, I agree I have read and understand these conditions.

(We encourage you to keep a copy of this agreement for your records.)

Student Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____