

## **Reader Services**

Reader services are provided for students who are print-impaired, whether the impairment is the result of a visual disability, other physical disability, or reading disability. Readers are provided for examinations, textbooks, and other course related reading assignments.

It is the student's responsibility to contact his/her instructor immediately after registering for a class. When contacting the professor, explain that you will be utilizing an alternative format (books on tape, human readers, e-text, Braille, enlarged print) for the class reading material. Ask the instructor for a list of required reading assignments, course textbook, and a copy of his/her syllabus for the course. If the instructor is unavailable, contact the department secretary and explain the situation, and ask the secretary to contact the professor. You can also contact the instructor via e-mail, make sure that you explain the situation, what course you are enrolled in, and materials you will be need. You can also contact Kiva bookstore to see if the instructor has ordered their book(s).

### **Textbooks on Tape**

Students who want books on tape are required to check with RFB&D to see if the textbook is available. If the textbook is not available it is the responsibility of the student to provide DRS with the reading material (i.e. reading assignments and textbooks) and the syllabus one (1) month prior to the beginning of the semester.

The human reader will adhere to DRS guidelines when reading material on tape. Each reading assignment, chapter, or document has a 5 to 7 working day turn around. **NOTE:** If the materials are not received one month prior to the semester there will be a 2-week delay in receiving your materials. Please be advised that the beginning of each semester is extremely busy meeting other disabled students needs and that it is the students responsibility to provide DRS with reading material at least one (1) month in advance so that you will not fall behind in your courses.

It is the student's responsibility to provide four-track tapes to DRS for their reading material. Students need to have their own regular, or four-track tape machine.

### **Recording for the Blind and Dyslexic (RFB&D)**

Eligible students may obtain textbooks from RFB&D. RFB&D is a non-profit corporation designed to provide taped textbooks to individuals who are unable to use printed material. This service is available to people with visual impairments, certain learning disabilities, and specific mobility impairments. You can obtain an application on-line at <http://www.rfbd.org> or at the Disability Resource Services office. RFB&D has a \$65.00 registration fee and a \$35.00 annual membership fee. Please check on-line to verify that rates have not changed.

It is the student's responsibility to order their textbooks from RFB&D each semester. The DRS staff is available to assist you if you experience problems.

Recording for the Blind and Dyslexic  
National Headquarters  
20 Roszel Road  
Princeton, NJ 08540  
866-RFBD-585 (866-732-3585)

### **California State Library Braille and Talking Book Library**

California State Library loans Braille, cassette and talking books, magazines, and playback equipment to northern Californians unable to read conventional print. Students who meet the criteria may contact the Braille and Talking Book Library to obtain a print application form or may download an online application form (PDF) at <http://www.library.ca.gov/html/pubser05.cfm>.

Braille and Talking Library  
California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001  
916-654-0640  
800-952-5666  
Fax: 916-654-1119  
Internet: [btbl@library.ca.gov](mailto:btbl@library.ca.gov)

### **E-Text (Alternative Media)**

The CSU is authorized to fill requests and distribute text (e-text) electronically as allowed by Assembly Bill 422. E-text is provided by the publisher as alternate material for educational use by our students. E-text will allow students to receive higher quality e-text that are supplied in a timelier manner; it will allow the campus to provide a more efficient delivery of customer service to our students.

Students are required to provide the DRS office with their requests for e-text 1 month prior to the beginning of the semester. Due to copyright laws, students must bring the DRS office a paid receipt for the purchase of their books at the time of their request. Student's are required to register with CSU, Stanislaus, and matriculated in classes or enrolled in Extended Education courses. They must also be registered with Disability Resource Services and have a qualifying disability that prevents them from "using standard instructional textbooks and/or materials." They must sign a "Student Certification for Alternate Media Services Contract" which indicates that they have meet the criteria and that they understand the electronic file supplied is for their own education use and that the material is copyrighted and may not be reproduced or distributed. Alternate media (e-text) takes approximately 2 to 4 weeks to obtain from the publishers.

### **Scan to CD**

The DRS office will provide students textbooks or educational materials on CD. The DRS office will scan the material and transfer to a CD. It is the student's responsibility to provide DRS with a CD-RW. Students must provide DRS their textbooks and syllabus 1 month prior to the beginning of the semester in order to have the necessary material needed for your class. Each reading assignment, chapter, or document has a 5 to 7 working day turn around.