

# Alternate Media Agreement

## Disability Services Program (DSP) – Merritt College

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1. Meet with a Disability Services Counselor and get approval for Alternate Media based on disability documentation.
2. Register for your classes during Priority Registration.
3. Call 510-436-2429 or go to R-109 to make an appointment with the Alternate Media Specialist ASAP. Bring your full class schedule and Accommodation Form to set up your Kurzweil, audio books, large print, Braille, or other alternate format.
4. You must own a copy of the textbook in order to be allowed to pick up the Kurzweil or audio version. Otherwise, this is violation of Copyright Law. It is also against Copyright Law to give this audio book or electronic text to anyone else.
5. If the Alternate Media Specialist cannot locate your book in an alternate format in a timely manner, you may need to have the binding chopped (\$1.49 at Kinkos/Fedex), so it can be scanned. It can also be rebound (spiral by Kinkos/Fedex for \$5.00). It will not be able to be sold back to the bookstore. You may also scan your own book (page by page) in the High-Tech Center P-306.
6. If you do not have a computer or laptop you can access your books on Kurzweil with headphones in the High-Tech Center (P-306 Monday, Tuesday and Thursday) or in the Learning Center Computer Lab L-122 (Monday - Thursday 8 AM to 7 PM and Friday 8 AM to 3 PM).

**Important: I have read the above agreement. I own a copy of each textbook which I receive in alternate format, and I understand that I am the only person who can use these resources.**

Print Your Name: \_\_\_\_\_

Sign Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_