



## **Alternate Format Accommodations Student Agreement**

### **Center for Accessible Resources (CAR)**

All students using an alternate format accommodation are responsible for the following:

- Students must obtain copies of textbooks or other materials needed for alternate format and must abide by copyright laws and agreements.
- Students need to submit a production request to CAR each term for each item they would like to have reformatted.
- Alternate format production can take up to five (5) to fifteen (15) business days to complete.
- All communications and delivery of materials will be done electronically.
- Materials will be sent via TransferBigFiles.com. Materials will expire thirty (30) calendar days after being sent.
- Students are responsible for checking their email regularly and retrieving materials before expiration.
- Email addresses must be kept up to date with CAR.
- If requested for scanning, textbooks and other materials need to be in good condition. Book bindings will be removed, then re-bound and returned.
- CAR is not responsible for any damage to the original material during the reformatting process.
- Students agree not to copy, distribute, or sell any reformatted material provided by Lane Community College Center for Accessible Resources.
- Students are responsible for deleting all electronic files when finished with the course.
- Original materials will be recycled if not claimed by the last day of the term.

**I have read and understand the agreement for students using alternate format accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.**

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

Signature: \_\_\_\_\_

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

To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu).