



Alternative Textbook Procedures

Center for Inclusive Design and Innovation (CIDI) is an initiative of the University System of Georgia and is committed to removing barriers and providing access to knowledge for individuals with learning, physical, sensory, and print-related disabilities. CIDI partners with the educational institution and acts as a conduit through which the institution provides textbooks in a variety of alternative formats.

- The student is responsible for identifying and registering for classes as soon as possible. Once the class has been selected, the student is responsible for obtaining the required reading list, purchasing the texts and providing that information to the Disability Service Provider ("hereinafter, DSP.")
- The DSP then contacts CIDI and orders the required texts.
- CIDI provides the text in the student's preferred alternative format. However, if the text is not available in that format, then CIDI will provide the next available format.
- Once the text has been converted, if it is in an electronic format, it is posted online to the student's account within the CIDI Student Center. The file will be available to the student for the remainder of the current semester.
- CIDI will notify the recipient of the file transfer using the primary email address on file for the recipient.
- If the material is available on CD, it is transferred to the DSP's office or mailed directly to the recipient using the most current mailing address on file.

Finally, CIDI provides a myriad of hardware and software to assist recipients of its services in accessing text in a variety of alternative formats. Some of these tools may be unfamiliar to you. CIDI has a toll free help line to assist you in using the hardware and software that we provide. You may contact the Customer Support line at 1-866-418-2750 to obtain assistance.

Agreement

I understand that I am eligible to receive an accommodation of books in alternative formats through the University System of Georgia CIDI Accessibility. I also understand that to maintain my eligibility, I must adhere to all of the policies and procedures set forth by CIDI Accessibility (CIDI) for recipients of books in alternative formats. I therefore agree to:

- Register early (if possible) for the upcoming semester, which provides sufficient time for textbooks to be converted;
- Request only required readings to be converted into alternative formats;
- Purchase a personal copy of any textbook for which I request alternative formats;
- Advise my disability service provider immediately if any of my courses are changed or dropped;
- Delete all electronic files (e-files) that I may have downloaded to my computer by the last day of the semester during which they are used.
- If braille book is provided return to SDS office by the last day of the semester during which they are used.

student initials

student initials

- I understand that any direct communication between me and CIDI is subject to being shared with members of my educational institution.

student initials

- I understand that materials provided by CIDI are the property of CIDI and may not be reproduced, redistributed or shared in whole or in part at any time.

student initials

- I understand that I will contact my disability service provider or the CIDI Technical Support Department concerning any issue that may arise concerning any software, hardware or books obtained through CIDI.

- **By signing this form you, the student, are affirming that you have read (or have had read to you) this form, and that you understand and accept the guidelines set forth herein.**

Student Signature

Print Name

Date

To request your textbooks in alternate format, email the following information to sds@kennesaw.edu:

- Your name and KSU ID Number
- Alternative Media Format (Electronic Text -PDF or Word Document; Audiobook)
- ISBN 10 or ISBN 13
- Instructor Name
- Course Name
- Textbook Title
- Author
- Edition
- Copyright
- Please attach receipts for the books you request in the email response. Your textbook request cannot be processed until SDS obtains receipts.
 - Alternative method of receipt delivery- bring receipt to the SDS office of your campus location.

*It may take up to three weeks for CIDI to process book orders, so please submit your requests with your receipts in a timely manner so they may be ready when classes begin.