

# **Books on Tape Guidelines for Students**

## **Office of Academic Services**

Updated March/2003

### **Who receives Books on Tape?**

Our office will provide the books on tape service for any enrolled Southwestern Student who has a documented learning, visual or other disability where auditory texts are deemed necessary to complete coursework. Documentation of this disability must meet the Office of Academic Services general documentation standards. The Academic Services Coordinator will determine the appropriateness of audio texts for students on a course-by-course basis.

### **What is included on the Books on Tape?**

Our readers are instructed to read text only. Typically, our readers do not read captions under photos, the contents of tables, descriptions of diagrams or other supplemental information within a text. If a student has a visual impairment that makes it necessary to have these materials, the Academic Services Coordinator will work with that student to find alternate texts and technologies.

### **How much do Books on Tape cost?**

The cost of recording is free to the student. A student may encounter a cost if the Office of Academic Services has to purchase a text in order to have it read. Every effort is made to find texts from publishers, libraries, professors, and pre-recorded sources.

**When a text is not available from a free source, the Services Coordinator will contact the student with information regarding the purchase of the text. If the student authorizes the Service Coordinator to purchase the text, the cost of the text will be billed to the student's Southwestern account. Once the text is on tape, the Service Coordinator will keep the text for the student so that he/she does not have to purchase an additional copy for the class.**

**If a student drops a course after a text has been purchased, the student remains responsible for the cost of the text.**

### **Does having Books on Tape mean I do not have to purchase textbooks?**

Every student in a class is expected to purchase the textbooks for that class. Books on tape are an additional resource – not a substitute for the required textbooks. As noted above, if the Office of Academic Services must purchase a text in order to read it onto tape, the student will be billed for this text and the text will be held for the student.

### **Where do Books on Tape come from?**

Books on tape come from a variety of sources. If possible, the Office of Academic Services will secure a pre-recorded text for a student. These texts usually come from Readings for the Blind and Dyslexic or Texas Recordings for the Blind. Southwestern and/or Georgetown Community members read other texts. These community members read on a volunteer basis and are instructed by the Service Coordinator.

## **Do I have to use Books on Tape for every course?**

The student and the Services Coordinator will work together to decide which courses are most appropriate for books on tape.

## **How long does it take to receive Books on Tape?**

Recording texts for students depends on the student informing our office of his/her needs and the professor of each course informing Academic Services of the texts to be used. Every effort is made to get books on tape to our students as quickly as possible. At times, an instructor does not make final decisions about course materials until the last minute. In these instances, the Service Coordinator will work with the student to have a text read according to the syllabus.

**Due to the volume of texts that need to be read, students who add and drop courses may experience a delay in getting their audio texts.** The Office of Academic Services encourages students who use books on tape to notify the Services Coordinator of their course selections immediately after registration.

## **Will Books on Tape play on any tape recorder?**

Texts that come from Recordings for the Blind and Dyslexic (RFBDB) require a 4-track tape player. Tapes read by volunteers will play on any tape player. The Office of Academic Services has these tape players available to students on a first-come, first-served basis. Students may check out a tape player for the duration of the semester. For students who will rely heavily on books on tape, the Office of Academic Services suggests purchasing a 4-track tape player and can provide purchasing information.

## **How long can I keep my Books on Tape?**

Books on tape are checked out to the student for the duration of the semester in which the tapes are used. In the event that the student needs the tapes longer the student may request an extension from the Services Coordinator. All tapes are the property of the Office of Academic Services.

## **What should I do if my tapes are damaged or lost?**

If there are any concerns about the quality of the tapes, or if tapes become damaged or lost, notify the Services Coordinator immediately. Many times, the student has the only copy of books on tape. Thus, if a tape is damaged or lost, please understand that the time it takes to replace a tape may vary.

## **How do I know when my tapes are ready and what happens if I do not come to Academic Services to claim my tapes?**

The Services Coordinator or another staff member notifies the student by phone and email as soon as tapes become available. If a student does not come to pick up the tapes within one week of this notification, another notification is sent. **If, after two weeks, the student has not picked up his/her tapes, the Services Coordinator will request that readers stop reading texts for this student until the student contacts the Services Coordinator and picks up the tapes.**