

## Electronic Text Materials Guide

Dear SAS Student,

Welcome to the University of South Florida and the Student Accessibility Services (SAS) office. It is the mission of the Assistive Technology Services Team to provide you with appropriate course adaptive technologies. Students enrolled with SAS who have print reading disabilities, including blindness, visual impairment, dyslexia, or physical disabilities that impair holding or manipulating a print book, may receive alternative text materials.

The information in this packet will assist in obtaining your electronic text materials. Time is of the essence when ordering e-text; **every means to obtain e-text materials takes upwards of four weeks to complete**. SAS encourages you to order course electronic textbooks as early as possible. Do not wait for classes to begin, instead, be proactive and visit the USF Tampa Bookstore to research your required course materials. Alternatively, search for your textbooks online at [USF Bookstore – Find My Course Materials](#).

We look forward to assisting you with your electronic text material requests during your educational program at USF.

Best regards,

Assistive Technology Team  
Student Accessibility Services  
813-974-4309  
[SAS-Tech@usf.edu](mailto:SAS-Tech@usf.edu)

## Procedures for Obtaining Course Textbooks in Electronic Format

There are many ways to obtain electronic materials. For efficiency, SAS recommends the following:

**USF Tampa Bookstore.** Students should visit the USF Tampa Bookstore and purchase course textbooks in electronic format.

**SAS E-Text Ordering, Conversion, and Processing.** To prevent processing delays, students should purchase or rent textbooks from the USF Tampa Bookstore and deliver the physical textbooks, along with a completed Electronic Text Materials Request Form, and provide a proof of purchase to SAS.

**1. Electronic Text Materials Request Form.** Students must submit an Electronic Text Materials Request Form to order electronic textbooks from its office.

**2. Proof of Purchase.** Publishers require that students provide SAS proof of purchase for each textbook converted to accessible format. Proof of purchase includes a copy of the sales receipt or a printed order confirmation that contains purchasing information. SAS does not require proof of purchase to submit an e-text request; however, students must provide proof of purchase for all textbooks before they may receive converted materials.

- **Processing E-Text Requests.** SAS will attempt to obtain electronic materials from its sources before manual processing. If electronic materials are not available from our sources - SAS must cut, scan, and comb bind your physical textbooks to create electronic text materials.
- **USF Tampa Bookstore Purchases/Rentals.** USF Bookstore price matches textbooks against Amazon and most competitors. Find a cheaper advertised price within seven days of purchase, and they will refund the difference. If eligible for buy-back, textbooks purchased or rented from the *USF Tampa Bookstore* that SAS must cut and scan for accessibility may be eligible for return on a case-by-case basis via the *USF Tampa Bookstore*.
- SAS can cut and scan books rented from the USF Tampa Bookstore and the bookstore will accept the processed book at the end of the semester per SAS disability rental agreement.
- **Off Campus Rentals.** SAS is not responsible for any fees incurred from books rented from other off-campus rental sources. Cutting rentals from alternative sources voids your rental agreement. Therefore, SAS will not manually process books rented from off-campus sources without the student's explicit written permission to do so.

**Alternative sources for electronic materials.** Learning Ally and Envision College Success offers students who are blind or low vision free membership to its College Success Program, which provides audio textbooks for students. [Join the College Success Program.](#)

## **Resources**

### **Alternative Electronic Text Materials Resources**

[Arthur's Classic Novels](#)  
[Bibliomania](#)  
[Bookshare](#)  
[Digital Library—Online Books](#)  
[Hoover Institution](#)  
[Learning Ally](#)  
[National Library Services](#)  
[Poem Hunter](#)  
[Project Gutenberg](#)  
[The Blind Bookworm](#)  
[The MIT Classics Archive](#)  
[The World Public Library](#)  
[University of California Press](#)  
[University of Nebraska Press](#)

### **Writing Resources**

[Cambridge Dictionaries Online](#)  
[English Style & Composition](#)  
[Merriam Webster](#)  
[Online Thesaurus](#)  
[Purdue Online Writing Lab](#)

### **Electronic Text Screen Reading Resources**

[Adobe Reader](#)  
[Air Foundation](#)  
[E Text Reader IGT](#)  
[Natural Reader](#)  
[Read&Write](#)  
[Speechify](#)

## **Free Text and Audio Conversion**

[Read&Write](#) software allows you to convert PDF, Word, and plain text files into mp3 audio files.

## **High Value Purchased Electronic Text Readers**

[Natural Reader Personal Version](#)

Provides natural voices; read aloud Web, Word, PDF, and more; toolbar add-in; adjust speed and speaker; convert large files to audio files.

First and Last Name

USF ID

Phone

Email

Semester Requested      Fall       Spring

Summer       A       B       C

Date of Request

\*Purchase of Proof Provided    Yes  No

*\*SAS does not require proof of purchase to submit this request; however, proof of purchase for all textbooks is required before the student may pick up converted materials. Additionally, by submission of this request, I certify that I have read and understand the E-Text Guide and Procedures for Obtaining Course Textbooks in Electronic Format.*

**REQUEST ELECTRONIC CONVERSION OF THE FOLLOWING TEXTBOOKS**

	Title of Book	Author	Copyright Date/Edition	Course/Professor	ISBN
1)					
2)					
3)					
4)					
5)					
6)					

**PICK-UP AGREEMENT FOR ELECTRONIC TEXT MATERIALS**

I have received an electronic version of the listed textbooks from SAS. These materials are copyright protected and for my sole use because of my documented print-related disabilities. To receive these materials, I agree to the following:

1. I have provided SAS with “**proof of purchase**” for a printed version of the e-text materials.
2. This e-text is for my use only. **I will not copy, reproduce, or share these materials in any manner.**
3. Violation of this agreement may result in loss of e-text privileges and possible disciplinary action.

Student Signature

Date of Receipt

SAS Signature

Date of Delivery

**STUDENT ACCESSIBILITY SERVICES**