



Accessible Text

ATI Virtual Open House

Nancy Borck

Accessible Text Coordinator

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Today's Agenda



- Accessible Text Process
- Requesting a Textbook from ATI
- Purchasing Textbooks
- Accessible Textbooks Request
- Processing Requests
- Textbook Sources
- Dropbox Delivery

Accessible Text Process

- **Starts with a Referral**

- Students with a documented print related disability receive accessible text services through a referral process from the Office of Disability Services.

- Faculty and staff are referred through the ***ADA Coordinator in the office of: Compliance, Diversity and Ethics.**

703-993-8730

Request Textbook from ATI

- If you are an active GMU student you have a VPN account. Use your NetID and Patriot Password to log in at any time.
- **Download Cisco AnyConnect VPN**



Purchasing Textbooks

- Books do not have to be purchased from the **GMU Bookstore**
They may be purchased anywhere: online, brick and mortar store...
- ATI must have proof of purchase before publisher will release electronic file.
- If book is rented, most publishers **will not** provide digital copy.

Accessible Textbook Request Form

Complete the online [*Accessible Textbook Request](#).

1. Select 'Alternate Formate'.
2. Choose 'New Request'.
3. Sign in with your Mason NetID and password.
4. Select 'Searching for books'.
5. Enter the textbook title or ISBN number and click the search button.
6. Click on the plus sign (add content link) to add textbook to cart.
7. Repeat search for all textbooks needed.
8. Select 'Checkout' to review textbooks.
9. Upload receipts directly to the form (publishers require proof of purchase).
10. After attaching receipts select the 'send requests' link.
11. A confirmation email will be sent to your GMU email address.



Processing Your Request

- Minimum turnaround time is two weeks.
- If an electronic copy of material(s) is not available from the publisher ATI can scan the student's copy of the book if the student agrees.
- Depending on content and other variables (i.e. STEM), turnaround times may be longer. We handle these special circumstances on a case-by-case basis.



Textbook Sources

- **Bookshare (free to registered students)**

- Student can create own account or ATI can access books, download, and save to student's Dropbox folder



- **Learning Ally (free to registered students)**

- Learning Ally provides an online library of 80,000 accessible titles.
- Audio books are read by human narrators who describe charts, diagrams, and illustrations.
- Student can create individual account or ATI can research and provide login information for access.



Textbook Sources (continued)

- **Vital Source** (free account for anyone)

- Vital Source is a digital book platform available via online, mobile, and desktop apps.
- Student can purchase book with different options: Rent for 4, 6, 12 months, or lifetime.



- **Internet Archive**

- Internet Archive is a non-profit library offering free books, movies, software, music.



Dropbox

- Dropbox is a cloud-based storage service.
- ATI will create a Dropbox folder for the student/faculty or staff to deliver processed files.
 - ATI will email the link to the folder when the request is completed.



Contact Information

- ATI Office
 - Aquia Building, Rm. 238
 - Mail Stop: 6A11
 - Phone: 703-993-4329
 - Email: ati@gmu.edu
 - Web: <http://ati.gmu.edu>