Alternative Format Books from Start to Finish

# Students Request the Book

There is a guide for helping students request books under: O:\DRS FORMS and DOCUMENTS\GUIDES\Alt Format Book Ordering and Editing

This video also contains an explanation for how students can complete the book request process: [Student Book Requests](https://www.memphis.edu/drs/videos/drs-alternative-format.mp4)

# Starting the Book Process

After receiving the request in DRS Online, you start looking for the book.

1. Search for the book in the ODrive specifically: O:\DRS eBooks
2. Search AccessText
3. Search Bookshare

* Search the Title or ISBN number
* When you find the book, click download.
* A page will be brought up of names.
* Go to the students name and go to the right hand side of the page (the dropdown box) and choose the format the book needs to be in.

1. Biblovault

* Go to http://www.bibliovault.org/BV.accessibility.epl
* Enter the book title in the <Search> window
* If the book is stored in the Bibliovault website, the title will appear
* Click on the title
* Only certain books have accessible files that can be requested, if these files are available, you will see a button/title on the page labeled “request accessible file”
* Click on the link and a statement will appear with an option to open a request form
* Click on the form link and fill out the necessary information
* Click on “send request” at the bottom of the page

1. Request Book from Publisher

* Contact the Publisher directly
* The publisher information is in DRS Online and on the ODrive under O:\DRS FORMS and DOCUMENTS\BOOKS and Materials, Alternate Format\BOOKS\Publishers.

1. Scan the Book- If we do not receive the text in two weeks, we must request the book for scanning from the student.

* If the book is not available through any other source, the book must be scanned and prepared for the student’s use. Contact the student to bring their book to DRS to be cut at Tiger Copy and Graphics and then scanned on our high capacity bulk scanners.
* Make sure the book is free of marks before cutting
* If the book is extremely marked up it is okay to ask the student to clean it up before you can scan it.

# Cutting and Scanning Books to Create PDF’s

Summary: When we are unable to get a file for the student’s book, the final option is to cut the binding off a physical copy of the text, scan it through our bulk scanner to obtain a PDF of the book, and have the book rebound with a spiral binding. Here is a step by step guide of the book cutting and scanning process:

* Publishers are not legally required to give out the alternate electronic files for their books.
  + I do push publishers to give me the file, since the student has purchased/rented the book. However, sometimes they are steadfast in not providing the files for the book, or the book may be out of print. In these circumstances, try to convince the publisher to send you a physical copy of the textbook, so you do not have to destroy the student’s purchased copy (and you may phrase the message to the publisher as such).
  + If the publisher still does not budge, the next step is to request the student’s physical copy of the book (which is mentioned in their request form as a potential occurrence).
    - Students can become (understandably) begrudging about turning their book over to be cut OR they have a rental copy of their book, which they cannot have cut. (Please note, if the textbook is a rental from the University bookstore, the book can still be cut and rebound. We have an agreement with the bookstore which permits us to do this with rentals from the University bookstore ONLY.) In these situations, please go directly to their coordinator to make a decision. The coordinator might have the book purchased with office funds on behalf of the student.
    - If a book is going to be purchased, please look at the campus bookstore’s price and the price on amazon. Then see the office administrator (the person who handles our purchasing) and provide the quoted prices and request the purchase. Ask if they would like you to record the purchase and where.

**Step 1**: Once we receive the physical copy of the textbook, take the book to Tiger Copy and Graphics (p-901.678.2838; f-901.678.4104; [tigercopygraphics@memphis.edu](mailto:tigercopygraphics@memphis.edu)). It is located above the Campus Bookstore where First South Credit Union and the University Eye Care Center of Southern College of Optometry are also located.

* Ask the office administrator **what account number the order should be charged to**. When cutting and rebinding books, you need the following information for billing purposes.
* Once at Tiger C&G let them know you are from DRS (until they recognize you) and ask for the purchase sheet. Have the account number and index number the office administrator gave you ready to write at the top of the sheet, and for the type of purchase it is: “cut” and the # of books getting cut.
* Emphasize they should **cut past the glue** on the binding as far in as they can, because the main point is to create a PDF and residual glue stuck to pages can scratch the sensors or cause jams on our bulk scanner.

**Step 2**: After the book is cut, it is brought back to DRS to be scanned. Before scanning you MUST flip through the book page by page to ensure there are no pages stuck together with glue.

* **Hold the right edge of the book firmly in your hand to keep the pages from shifting**; you want them to remain flush as possible for scanning.
* **Flip through the left edge** (originally bound) of the book while holding onto the right edge of the book. **Carefully separate pages if they are stuck together by slipping your thumb between the stuck pages and easing them apart**. Again, keep the pages as aligned as possible and go through each individual page to be sure all are separated:

**Step 3:** Refer to the relevant bulk scanner guide for step-by-step instructions.

**Step 4**: After scanning is complete, take the book back to Tiger Copy & Graphics to get it rebound with a spiral binding.

**Step 9**: Download the scanned document.

**Step 10**: Convert the scanned images into accessible text using SensusAccess. To convert documents using SensusAccess, go to the following website: [SensusAccess Conversion Page](https://www.sensusaccess.com/web3/memphis/)

To convert materials using SensusAccess, you must do the following:

* Choose the file you wish to upload to SensusAccess and click upload
* Next, select your output format (MPS audio, Braille, e-book, or accessibility conversion)
* Then, specify your conversion options such as target format (pdf, word, etc.)
* Finally, enter your email address and submit your request

Your materials will be emailed to you in your desired accessible format in approximately 15-30 minutes.

# EDITING

**STEP #1** After we get the book:

* The file we receive is typically one single file of the entire book. To aid the student in navigating the book, we must break it up into segments. If the book is already segmented, we need to rename the files with our office’s preferred naming system.
* Books folders can be found in: O:\DRS eBooks\1\_BOOKS\1\_E-BOOKS and then in the appropriate semester folder. The files will be saved under the folder named with the book title.

**STEP #2** Segmenting or “Chaptering” Explanation:

* Chaptering can potentially be easier if you print the book’s table of contents, especially if you are using an older version of Adobe to edit. The book pages will either be aligned, or you can add on the difference to each section/
  + This does not always work out correctly, so be sure to review your chaptering.
* Everything in the front of the book to the first part (ex: Part 1) or first chapter (if there is no “Part” or “Section” designation) should be extracted and saved as “The Front Matter”
* Then each chapter should be extracted (explained below) and saved as: “Chapter 001, Chapter 002, Chapter 003” and so on.
  + If a new “Part” or “Section” is noted before a chapter starts, include that title page under that chapter’s file.
* Next you save “The Back Matter” from the first page after the final chapter to the very last page of the book.
* Finally, you will copy and paste the Copyright Notice from the book into a file. Be sure the copyright document you share with the student has person first language at the top, as older copyright notices may not have been changed. The template is found here at the very bottom: O:\DRS eBooks\1\_BOOKS\1\_E-BOOKS. You can use previous student copy right notices as guides.
  + This should be saved in approx. 14 pt. Arial font.
  + If there is not a clear copyright notice in the alternate format we receive, please use the general copyright:
    - Example from Book:

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**STEP #3** Where/How to EDIT BOOKS:

* Most books will be in PDF format. HOWEVER, books coming from Bookshare will be in Word doc or other format.
* PDF books will be edited with Adobe Acrobat, not Adobe Reader. Versions will change the editing instructions.
  + Check book files for crop marks, if these are present they will need to be removed.
    - To do this in Adobe Acrobat Pro DC, you will need to click on “Edit PDF”, click on “Crop Pages”, and draw a crop que starting and ending where the crop lines would eventually intersect.
    - Once the que is drawn, double click within the que and it will pull up the cropping pane.
    - Make sure “All” is selected for the page range, so it applies it to the entire document and not just the first page.
  + If the book is not already chaptered, In Adobe Acrobat Pro DC, you will need to go to “Organize Pages”, select “Extract” at the top, type in the appropriate page range, then click the second “Extract” option.
    - Save the file in the book’s titled folder
  + In Adobe Acrobat Pro (Older version)
    - Go to “Tools” and under “Manipulating Files” select “Extract”, enter the page range, and save the file in the appropriate book folder.
* When the file is completed, color-code it in the Excel sheet.

**STEP #4** Notifying the Students and Providing the files:

* When the file is chaptered and has a copyright notice, it is time to check three things:
  + The student has completed their semester plan
  + The student has submitted a request via DRS Online
  + The student has shown proof of ownership (picture of book, receipt, showing book in person, etc.)
* These three bullets are a must before we can release the files.
* Students can receive files in one of three ways:
  + Files can be put on a disc, set in the student pick up folder in the front desk area.
  + Files can be uploaded to the One Drive
  + Students can receive files via a flash drive by coming into the office with their own, or we can use one of ours.
* If students have completed a semester plan, then need to be notified that their files are ready and what we still need from them.
* If students have not done a semester plan, remind them and ask if they are still interested in books as an accommodation.

# Uploading Files to OneDrive:

**Step 1:** Go to Outlook and click on the App Launcher in the top left of the web page. Next click on OneDrive.

**Step 2:** Click on My Files. Then create a new folder where all the textbooks will be uploaded.

**Step 3:** After creating the folder, click on upload folder and select the textbook that you wish to upoload to OneDrive.

**Step 4:** After uploading the textbook, click on the share button and enter the student’s email. Optionally, you can include a short message explaining to the student that this is their requested textbook and to let you know if there are any issues.