Accessible Formats Service Guidelines

Issued by: UTS Library
Dated: 11/8/20
Last amended: 13/01/21

1. Eligibility Criteria
    1.1 The student must be register with the UTS Accessibility Service.
    1.2 The student must have a UTS Accessibility Plan, developed with their Accessibility Consultant (AC), where the provision of materials in alternative formats is specific as an appropriate academic accommodation.
    1.3 The student must be currently enrolled at the University of Technology, Sydney at the time of request for alternative formats.

2. Terms of the Service Agreement
    2.1. Prior to lodging a request for material in alternative formats, the student is expected to check whether an accessible copy of the request material exists online or use available conversion software to convert to an appropriate format. If an accessible copy is located or can be converted, the student will independently obtain this copy.
    2.2. In order to participate fully in the Accessible Formats Service (AFS), the student is expected to become familiar with all conversion options and to use the technology available on campus, which can be borrowed through the Accessibility Service or personally purchased.
    2.3. UTS will not convert existing texts readily available in an accessible format to another format. Conversion to formats such as Braille or documents which have graphs and scientific and mathematical formulas may need to be outsourced. Tables are converted to MS Word files (.doc).
    2.4. Copyright law requires that copies provided in alternative formats are not to be further copied, shared, reproduced or distributed by the student.
    2.5. Materials submitted at least eight (8) weeks prior to the start of classes will be converted to accessible formats and be made available prior to the curriculum due date. Any request for materials made after the 8-week deadline will be processed and made available as soon as possible. Converting highly technical material with graphs or tables will typically require more time.
    2.6. UTS agrees to provide converted materials for the duration of the course that the student is enrolled in.
    2.7. After the student has accepted these terms, the student, the Accessibility Consultant and Library staff will agree on the material to be converted, and the appropriate format.

3. File Format
    3.1. File formats currently provided by the AFS are:
        a) Text file (.txt)
        b) Rich Text Format (.rtf)
        c) MS Word file (.doc)
        d) Audio (MP3 file)
        e) HTML file

4. Delivery of Material
    4.1. Once an agreement is in place, the UTS Library will produce materials in an accessible format as agreed by the student, AC, and Library staff.
    4.2. When an electronic copy of a textbook is received from the published, the student will receive the material in the format provided by the published if it is accessible.
    4.3. UTS will not produce multiple formats of the same textual material. An exception will be made if it is necessary to effectively communicate different textbook contents. (E.g. figures, graphs).
    4.4. To deliver the converted materials, UTS Library will provide a shared link using UTS OneDrive. The student will be notified of the OneDrive link, which can be accessed both on- and off-campus using UTS webmail log-in credentials.
    4.5. For PhD students, UTS will provide a reasonable amount of requested resources as agreed by the student, the UTS Accessibility Service and the UTS Library.

Notes

Date adopted: [This is the date on which the guidelines are formally signed] 11/8/20

Date commenced: 11/8/20

Administrator: Director Education & Research Services Unit (UTS Library)

Review date: February 2021

Related documents: None

- Disability Discrimination Act
- UTS Access and Inclusion Plan 2020 – 2024

Amendment History

Section/clause	Changes	Date approved
2.1	Addition of use of available conversion software	13/01/2021
3.1	Removal of Kurzweil 3000 file and DAISY file	13/01/2021
4.4	Removal of webpage as sharable link for converted materials, replaced by OneDrive.	13/01/2021