Excerpt from the **FSU SDRC Assistive Technology Coordinator Reference Manual** and is presented as an example of implementing policies and procedures in order to streamline alt-text production. Procedures, rules and requirements are specific to Florida State University and may not apply to all higher education institutions universally.

*Please direct any questions to KimBoo York via email:* [kyork@fsu.edu](mailto:kyork@fsu.edu)

[Creative Commons License](http://creativecommons.org/licenses/by-nc-sa/4.0/)  
This work is licensed under a   
[Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](http://creativecommons.org/licenses/by-nc-sa/4.0/).

# Book Permissions

## SDRC Rules and Requirements

Requesting permissions is a PER STUDENT issue, not a per book/text issue. Even if we have a copy in-house we must secure permissions from the rights owner in order to distribute it to the student.

The only exceptions to this rule are:

1. If the text is in the public commons (that is, the copyright has expired or is covered by creative commons copyright licensing).
2. If the publisher is unreachable (e.g. foreign publisher with no North American offices) or being particularly difficult to contact/negotiate. This particular exception is made possible due to the fact that FSU is covered as a government entity under the Chaffee Amendment, and therefore must made with caution and due diligence.

However, the *inviolate rule that we cannot break* is regarding securing receipts for the texts. We absolutely MUST have the receipts before we release the text to the student.

## Locating books:

Look in the following locations for alternative text copies of the books requested. If they are not available, the files must be requested from the publisher (via ATN, or directly):

1. AT alt-text digital library
2. Bookshare ([www.bookshare.org](http://www.bookshare.org))
3. Hathi Trust
4. Learning Ally (if student is using the service)

## Securing Permissions/Files

### Via ATN

Check Access Text Network: <https://accesstext.gatech.edu/atn201>

Log in: Username: \_\_\_ Password: \_\_\_\_.

Click on “Search for a book title by ISBN.” When entering ISBN, do not include hyphens. When the book comes up, click on “View.” Scroll down to check if SDRC has requested it previously. If not, then “Add Request.”

Fill in request form from drop-down menus. FSU, book title, and request type are pre-filled automatically under the SDRC log-in. File format: PDF. Student ID: course #, and student initials (obtain from Student Request). Scroll down and “save.” Request is then sent. If you decide not to request that book at this time and want to return to the request page, at the top of the page click on “Access Text Network.”

If requesting multiple books, click “save and add another.” Requests can be done either by searching for all requested books and then requesting them, or searching and requesting each book one at a time.

To check if requested books have come in, go to “Requests-All Requests.” The most recently requested books are on the top of the list. Look at the status of each book to see if it has been “fulfilled.” If so, go to “view” and scroll down to “fulfillment method.” If it says “email,” a link to the book was emailed to Patti. She will download it from the link and put it in Books in Progress. If it says “stored file” or “FTP,” then “download file from FTP server.” Click on link to download and follow procedures for preparing file for student.

### Via Publisher

If the publisher does not work with ATN, you will have to request permissions and files directly from them. Every publisher has different rules/requirements, which can get confusing. It is best to visit the company website or call directly if you have any questions. Below are instructions regarding the most common requested publishers:

|  |  |
| --- | --- |
| **Cambridge University Press** | Online form, response sent via email:  <http://www.cambridge.org/about-us/rights-permissions/permissions/requests-reading-impaired/> |
| **Columbia University Press** | Email only: [permissions@columbiauniversitypress.com](mailto:permissions@columbiauniversitypress.com) |
| **Harper Collins** | Requests made by email. Info page: <http://permissions.harpercollins.com/Footer/PermissionsNewCO.aspx> |
| **Harvard University Press** | Online form, response sent via email:  <http://www.hup.harvard.edu/rights/permissions-request-alt-formats.html>  You will need title, edition, author, and date of publication |
| **Oxford University Press** | Use the PDF request form located on the common drive (xxxx) and  email to: [subrights.us@oup.com](mailto:subrights.us@oup.com) with ISBN and email addy in subject line |
| **Pearson** | Online form, response sent via email: <http://www.pearsoned.com/permissions/>  You will need the course number, the instructor name, and date of purchase by student as well as cost. |
| **Random House** | If the book is not available via Bookshare, email: [permissions@randomhouse.com](mailto:permissions@randomhouse.com) |

### Text for individual book request via publisher:

The following is to be used for requests sent by email, fax, or hard-copy letter.

To Whom It May Concern:

I am writing to tell you the following title has been selected as a required textbook for a course at Florida State University in Tallahassee, Florida this [fall/spring/summer Year] semester:

[*Author, Title, Edition, ISBN*]

**NOTE: This book is NOT available via Bookshare.**

One of the students enrolled in the class has a disability that prevents them from reading the standard printed page. Our college is obligated to provide the student with an accessible equivalent to the printed book so that the student may receive equal benefit from the class.

We need this book in electronic format, and would like to ask your assistance in one of two ways. If you have any electronic files for this book, such as PDF or Word, they would save us the time and expense of having to scan. If you do not have files we can use, a donated copy of this book would prevent us from having to cut up the student's copy.

Be assured the student has purchased a copy of the book, and the electronic files are solely for the student's educational use during this class. Please let me know if you can assist us at your earliest convenience.

Thank you for your time and attention to this request.

[name-title]