



GEORGE FOX UNIVERSITY

Requesting Textbooks in Alternate Format | Disability Services Office

Requesting Textbooks in Alternate Format

The process of requesting textbooks in an alternate format can be a lengthy one. While many textbooks are readily available in an electronic format, some are not. The DSO needs at least 3 weeks to process these requests.

If a textbook in alternate format is not available from the publisher or any other organization that provides text in alternate format, the DSO proceeds by having the textbook binding cut and the pages of the textbook are scanned. This process can take several days depending upon the time of year.

Please follow these steps when requesting textbooks in alternate format:

1. **Purchase your books and be sure to save your receipts.**
2. **Register your classes on the Accommodation Information Management (AIM) System:**

ds.georgefox.edu

(This process allows us to track your textbook needs and communicate the status of the book with you.)

3. **Check to see if the textbooks you need in electronic format are on the following sites:**

- Bookshare - www.bookshare.org/
- Learning Ally - www.learningally.org (Requires evidence of disability that you can upload to their system.)

Please note: Both of these sites are free. You just need to register and then search for your books. You may be asked to provide documentation about your disability. You will be required to look on these sites prior to making your request with the DSO. If we determine that the textbook is found on either of these two sites we will redirect you to request your own electronic copy.

We also suggest looking into purchasing the e-book, if one is available and acceptable for you to use in lieu of purchasing a physical textbook.

4. For books not found on Bookshare or Learning Ally, complete the request form found on the disability services website:

[Alternative Textbook Request Form](#)

surveymonkey.com/s/AlternativeTextbooks

- Please fill out the form completely.
- If the textbook is not listed on the GFU bookstore website, please contact the bookstore for the list.
- **Please note:** the sooner the DSO receives your list of textbooks, the sooner we can process your request.

CONTACT the professor immediately if the bookstore does not have a textbook for the course(s) you are enrolled in.

5. If requesting a book via the DSO please provide a copy of the sales receipt to the DSO for confirmation of purchase. You will NOT be given access to the electronic file until you have provided proof of purchase.
6. Once the alternate format text is received by the DSO you will be sent an e-mail with a link to the file on 'Foxfiles.' Your login information will be the same as all of your George Fox login information.
7. Please read the FoxFiles information sheet:
georgefox.edu/offices/disab_services/FoxFiles_Getting_Started.pdf

Although the university offers services to assist students with disabilities, students have the responsibility to make their needs known. The most important factors to success are seeking help early and learning to advocate for yourself. Each student with a disability who needs services has the responsibility to:

- Request the services and provide appropriate documentation
- Meet with the Disability Services Office (DSO) early regarding your accommodation needs
- Talk with your professors about in-class accommodations
- Communicate with the DSO if there are any questions or difficulties with the process

For more information and/or assistance please contact Jere Witherspoon in the DSO office:

jwitherspoon@georgefox.edu | 503-554-2316

Office location: 3rd floor Stevens Center - Student Life Office