



Electronic Text Materials Guide

Dear SAS Student,

Welcome to the University of South Florida and the Student Accessibility Services (SAS) office. It is the mission of the Assistive Technology Services Team to provide you with appropriate adaptive technologies. Students enrolled with SAS who have print reading disabilities, including blindness, visual impairment, dyslexia, or physical disabilities that impair holding or manipulating a print book, may receive alternative text materials.

The information in this packet will assist you to efficiently obtain electronic text materials. Time is of the essence when ordering e-text; every means for obtaining e-text materials takes upwards of four weeks to complete. You are strongly encouraged to order your electronic textbooks as early as possible. Do not wait for classes to begin to figure out your textbook requirements. Instead, visit the USF Tampa Bookstore and ask about required course materials and search for your textbooks online [USF Bookstore – Find My Course Materials](#). Be proactive!

We look forward to assisting you with your electronic text material requests during your educational program at USF.

Best regards,

Assistive Technology Team
Student Accessibility Services
813-974-4309
SAS-INFO@usf.edu

STUDENT ACCESSIBILITY SERVICES

University of South Florida | 4202 E Fowler Avenue, SVC 1133 | Tampa, FL 33620-4301
813-974-4309 | usf.edu/sas

Procedures for Obtaining Course Textbooks in Electronic Format

There are many ways to obtain electronic materials. For efficiency, SAS recommends the following:

USF Tampa Bookstore. Students should visit the USF Tampa Bookstore and purchase course textbooks in electronic format.

SAS E-Text Ordering, Conversion, and Processing. To prevent processing delays, students are encouraged to purchase or rent textbooks from the USF Tampa Bookstore and deliver the physical textbooks, along with a completed Electronic Text Materials Request Form, and provide a proof of purchase to SAS.

1. **Electronic Text Materials Request Form.** Students must submit an Electronic Text Materials Request Form to order electronic textbooks from its office.
2. **Proof of Purchase.** Publishers require that students provide SAS with a proof of purchase for each textbook converted to an accessible format. Proof of purchase include a copy of the sales receipt or a printed order confirmation that contains purchasing information. SAS does not require a proof of purchase to begin processing the e-text request; however, proof of purchase documentation must be provided to SAS before the converted content is delivered to the student.
 - **Processing E-Text Requests.** SAS will attempt to obtain electronic materials from its sources prior to manual processing. If electronic materials are not available from our sources - SAS must cut, scan, and comb bind your physical textbooks to create electronic text materials. This process may take up to four weeks.
 - **USF Tampa Bookstore Rentals.** SAS is able to cut and scan books rented from the USF Tampa Bookstore and the bookstore will accept the processed book at the end of the semester per SAS disability rental agreement.
 - **Off Campus Rentals.** SAS is not responsible for any fees incurred from books rented from other off-campus rentals sources. Cutting rentals from alternative sources will void your rental agreement. Therefore, SAS will not manually process books rented from off-campus sources without the student's explicit written permission to do so.

Alternative sources for electronic materials. Learning Ally offers students who are blind or visually impaired free membership to its College Success program, which provides audio textbooks for students. <http://www.learningally.org/College-Success/Join>. See Alternative Sources for Electronic Text Materials for listing of other e-text sources.

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Student Name (First, Last) _____ USF ID # _____

Phone # _____ Email _____

Semester Fall 202 _____ Spring 202 _____ Summer 202 _____ A B C

Date of Request _____ *Proof of Purchase Provided Yes

**SAS does not require proof of purchase to submit this request; however a proof of purchase for all textbooks is required before converted materials are picked-up by the student. Additionally, by my submission of this request, I certify that I have read and understand the E-Text Guide and Procedures for Obtaining Course Textbooks in Electronic Format.*

REQUEST ELECTRONIC CONVERSION OF THE FOLLOWING TEXTBOOKS

	Title of Book	Author	Copyright Date/Edition	Course/Professor	ISBN
1)					
2)					
3)					
4)					
5)					
6)					

PICK-UP AGREEMENT FOR ELECTRONIC FORMAT TEXT AND COURSE MATERIALS

I _____ have received an electronic version of the above listed textbooks from SAS. These materials are copyright protected and are for my sole use because of my documented print-related disabilities. In order to receive these materials I agree to the following:

1. That I have provided SAS with “**proof of purchase**” for a printed version of the e-text materials.
2. This e-text is for my use only. **I will not copy, reproduce, or shared these materials in any manner.**
3. Violation of this agreement may result in loss of e-text privileges and possible disciplinary action.

Student Signature: _____ Date of Receipt: _____

SDS Signature: _____ Date of Delivery: _____

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Alternative Sources for Electronic Text Materials

Arthur's Classic Novels	http://arthursclassicnovels.weebly.com/
Baen Free Library	http://www.baen.com/library/
Bartleby	http://www.bartleby.com/
Bibliomania	http://www.bibliomania.com/
Bookshare	http://www.bookshare.org/
Classic Reader	http://www.classicreader.com/
Digital Library—Online Books	http://digital.library.upenn.edu/books/
E-Editions—University of Nebraska	http://www.nebraskapress.unl.edu
Hoover Institution	http://www.hoover.org
Learning Ally	https://www.learningally.org/
National Library Services	http://www.loc.gov/nls/
PoemHunter	http://www.poemhunter.com/eBooks/
Project Gutenberg	http://www.gutenberg.org
Recorded Books	http://www.recordedbooks.com
Tech Classics Archive	http://classics.mit.edu/
The Blind Bookworm	http://www.panix.com/~kestrell/sources.html
The World Public Library	http://worldpubliclibrary.org/
University of California Press	http://www.escholarship.org/editions/

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Online Reference Resources

Category	Type	Web Site
Dictionary	Dictionary	https://www.dictionary.com/
Dictionary	All Words	http://www.allwords.com/
Dictionary	Cambridge Dictionaries Online	http://dictionary.cambridge.org/
Dictionary	Children's Dictionary	http://www.wordsmyth.net
Dictionary	Explanations of Technical Terms	http://whatis.techtarget.com/
Dictionary	Merriam Webster	http://www.merriam-webster.com/
Dictionary	One Look	https://www.onelook.com/
Dictionary	Quotation Dictionary	http://www.askoxford.com
Dictionary	Your Dictionary	https://www.yourdictionary.com/
Grammar	Daily Grammar	http://www.dailygrammar.com/archive.shtml
Grammar	Guide to Grammar and Writing	http://grammar.ccc.commnet.edu/grammar/
Grammar	Online Writing Lab	http://owl.english.purdue.edu/
Grammar	The Online English Grammar	http://www.edufind.com/english/grammar/
Legal	Legislative Info	http://congress.gov
Reference	General Reference	http://www.refdesk.com
Reference	Information on Web-related Issues	http://webreference.com
Reference	Research Site	http://www.itools.com
Thesaurus	Online Thesaurus	http://thesaurus.reference.com
Usage	Online Usage Guide	http://www.bartleby.com/usage/

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Electronic Text Screen Readers - Downloads

Adobe Reader	http://www.adobe.com/products/reader/
Air Foundation	http://accessibilityisaright.org
D-Speech	http://www.softpedia.com/get/Office-tools/Other-Office-Tools/DSpeech.shtml
E Text Reader IGT	http://www.download.com/E-Text-Reader-IGT/3000-2279_4-10285673.html
Natural Reader	http://www.naturalreaders.com/
Read&Write	https://www.usf.edu/student-affairs/student-accessibility/technology
Speechify	https://www.getspeechify.com/

Free Text and Audio Conversion

Read&Write software allows you to convert PDF, Word, and plain text files into mp3 audio files.
<https://software.usf.edu/advancesearch> (search for Read&Write)

High Value Purchased Electronic Text Readers

Natural Reader Personal Version (approximately \$99) www.naturalreaders.com

Provides natural voices; read aloud Web, Word, PDF, and more; toolbar add-in; adjust speed and speaker; convert large files to audio files.

Natural Reader Professional Version (Approximately \$130) <http://www.naturalreaders.com/>

Provides all features of Personal Version plus WAV/MP3 converter, audio file editor & recorder & audio file merger, batch file converter, and conversation control.

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