

Accessible Format Library Request



- Complete all pages of this form and use a new form for each book. Page 4 describes the various format choices
- Direct this form AND scanned publisher information

Attention: Lauren Fountain, Resource Centre Manager

South Australian School for Vision Impaired

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Date:		Student:	
School:		Year Level:	
Vision Teacher:		Requested by:	

Text Information

Where possible attach a scanned copy of the title page and publishing page of the book as this assists in ensuring the correct edition.

You may be asked to send a copy of the book to SASVI for confirmation and/or scanning.

Title:			
Author:			
Publisher:			
Edition:		ISBN:	

Date required. If the request is to be produced in sections, just list the date the first section is required. Use the table overleaf to list the dates of ALL sections including the first one.

Date Required:	
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Format

You may request more than one format. There is space overleaf for additional information such as details relating to diagrams. A description of each format can be found on page 4.

All electronic files will be distributed via a CD unless other arrangements are negotiated with the Resource Centre Manager.

	Braille		Double line		Interpoint		Diagrams
	Ebraille				Publisher PDF		
	MS Word		Font Size		Large Print		Font Size
	Large Print PDF		Font Size		Audio		
	Other						

Additional Details

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Chapter/Section priorities.

Textbooks and other large books are produced on a chapter/section basis as needed.
Please ask class teachers to give timelines of when each chapter/section will be required.
Failure to provide this information will affect completion dates.

Chapter/Section/Pages	Date Required	AFP/LIBRARY USE ONLY	
		request no	consumable cost

More room is available on the next page if required.

AVAILABLE FORMATS

If the preferred format will not be available in the timeframe, the resource centre manager will then negotiate an alternative. **You may request more than one format.**

Choices are:

- **Braille:** default is single line spaced, single sided, embossed
 - specify if you require double line spaced or interpoint
 - specify any tactile diagrams required. Diagrams are assumed for maths and secondary science.
- **Ebraille:** translated and formatted braille file which can be read on a BrailleNote or similar. This will be formatted for a 32 cell line unless otherwise stated.
- **Large Print:** specify the font size required. Note that formatting greater than N24 is not always possible for complex secondary texts such as Maths, Science or Geography.
- **Large Print MSWord:** A Word file. Specify font size and any other requirements including if it is to be used with a screen reader.
- **Large Print PDF:** PDF created from a large print file. Navigation is included. Specify if it may be read with a screenreader. Specific background and font colours can be requested, eg white on black rather than black on white, or a buff background. However, this may not be compatible where there are numerous diagrams or pictures.
- **Publisher PDF:** A PDF produced by a publisher. Where possible we will remove any background shading and reduce margins to enable the largest font size on the reading device. Bookmarks are added to aid navigation if they do not already exist. When the publisher's PDF is altered, this is marked as a clear print PDF.
- **Audio:** An .mp3 or commercially produced CD.

Distribution of electronic files

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Additional Details

Use of screen readers: Please specify if the student will be using a screen reader for any electronic files. It can then be ensured that all relevant pictures and diagrams have alt-text applied.

Colour: Specific information relating to a student's colour vision will assist in choosing appropriate colours within diagrams and pictures where possible.