

# Creating Accessible Resources

### **Guidelines for the provision of academic materials for conversion into accessible formats for students with a print disability.**

University students with a print disability may be disadvantaged when trying to access hard copy or digitised print material that is required reading for their course. These students may find it difficult to participate and perform to their full academic potential and in some cases may withdraw from study if they do not receive all of their reading and research material in an accessible format in a timely manner.

A person with a print disability is:

- A person without sight
- A person whose sight is severely impaired
- A person who is unable to hold or manipulate books or to focus or move his or her eyes
- A person with a perceptual disability

**Source: Copyright Amendment Act 1998**

The Adaptive Technology Centre provides an accessible format conversion service for students with a print disability registered with AccessAbility. This involves creating a digital text file by scanning print material or processing existing digital file formats such as image PDF. These files are then edited to correct any processing or formatting errors and converted to Braille, large print, e-text or digital audio. **This process can take a considerable time to complete depending on the quality of the original print material supplied for conversion.**

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To ensure students receive their converted reading material on time and in an appropriate format, academic staff need to do the following before the start of semester:

- Identify essential textbooks
- Prioritise material, in week order. This includes course outlines, reading packs, texts and book chapters
- Provide, where possible, all available material in a digital format to the Adaptive Technology Centre, as this ensures a faster turn-around time for production into accessible formats
- Ensure that all new UON teaching materials are saved in a central location in MS Word format
- If material is not available electronically, it must be scanned before transcribing to the student's preferred alternative format. It is essential that hard copy material is in excellent condition

Material to be scanned should meet the following standards:

- be 1st generation photocopies
- have clear page numbers
- be aligned correctly
- be printed on a white background
- no underlining or highlighting
- have a readable font
- complete bibliographic details for all books and articles provided
- be appropriate size text – MINIMUM Font 12 points
- one page of text per photocopied page
- no reduced photocopies

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**Please note: These standards apply to all course materials supplied to students directly as handouts through Blackboard, Course Readings, the Coop Bookshop, and the Print Centre.**

**If the above standards are not adhered to then the timely delivery of reading material to students with a print disability cannot be guaranteed.**

In choosing class materials, preference should be given to digital material already available that meets the criteria outlined above.

### **Timelines for the Provision of Material**

Every endeavour should be made to have teaching material available to all students at least 4 weeks prior to the commencement of the semester in which the subject is to be taught.

If additional material is introduced to the course, every attempt should be made to have the material available to the student for converting by Adaptive Technology staff four weeks prior to when the material is required.

### **Adaptive Technology Centre – Newcastle campus (Callaghan)**

The Centre is located in the Auchmuty Library, level three (main entrance level), behind the video conferencing room.

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