

The Margaret A. Staton Office of DISABILITY SERVICES

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Audio Books and Electronic Format Text

Alternate text formats for textbooks must be requested through the Disability Services Office. We will submit most requests through a service used by our office, the Alternative Media Access Center (AMAC-
<http://www.amac.uga.edu>)

To place your order for alternate media text, please submit the following information for each book to: The Office of Disability Services via e-mail at dismail@langate.gsu.edu

- Title
- Author
- Edition
- Copyright
- Publisher
- ISBN number
- copies of receipts showing you paid for each book
- Your name, email, and telephone number

You will also need to submit the following information for each course:

- Reading schedule (Chapters and dates by which they should be read)
- Course name and number
- Instructor's name
- Copy of course syllabus

Please indicate your first choice and second choice of format:

- Audio CD (either from AMAC or RFB&D)
- Text file
- Braille

Book orders can take up to four weeks to process. You may receive your electronic text directly from AMAC by e-mail. If your textbook is readily available from Recordings for the Blind & Dyslexic, AMAC will obtain the CDs which will then be mailed to the Disability Services Office where students can pick them up. You will be notified when they arrive at our office.

Some CD's from AMAC and all RFB&D materials require a Daisy format player to listen to them. Daisy players are available for checkout from Disability Services. Some formats can also be accessed using downloadable software by Premier Software, available through the AMAC site via your account. See the AMAC on-line student guide for information on accessing alternate text materials.

If, after reviewing the student instructions on the AMAC website, you have any questions about using your Daisy format player, downloading your e-text, or using AMAC services, please call AMAC toll free at 866-418-2750. The student guide can be accessed at the AMAC website at <http://www.amac.uga.edu/publications.php>

To access AMAC through the Georgia Relay Service text telephone users may dial 7-1-1 (Georgia only) or dial 1-800-255-0056. A Spanish hearing caller may dial 1-800-855-2885. Spanish deaf, hard of hearing, or speech-disabled users and Spanish text-telephone users may dial **1-800-855-2884**.