



# THE CALIFORNIA STATE UNIVERSITY

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ALLISON G. JONES  
Assistant Vice Chancellor  
Academic Affairs, Student Academic Support

**Code: AA-2004-25**

**Date: July 1, 2004**

**To:** CSU Provosts  
CSU Vice Presidents for Student Affairs

**From:** Allison G. Jones 

**Subject: Center for Alternative Media (CAM)**

The California State University CSU has established the **CSU Center for Alternate Media (CAM)**, pursuant to California Education Code section 67302(g), to help expedite the delivery of electronic texts (e-texts) of instructional materials to eligible CSU students with disabilities.

As the authorized coordinating center for the distribution of e-text, the CSU CAM will significantly reduce redundant requests to publishers by the CSU campuses. Once a usable electronic file is received from a publisher, the CSU CAM will be responsible for fulfilling subsequent requests of the same title from any other CSU campus. An overview document describing the Center for Alternative Media is attached (Appendix I). The funding formula for the CAM has been approved by the Academic Council and the Vice Presidents for Student Affairs and was forwarded as Coded Memo AA-2004-20.

The establishment of the CSU CAM will expedite the delivery of instructional materials to eligible students with disabilities in a timely fashion and make it more cost effective for publishers to supply the needed e-text as required by California Education Code section 67302 (Assembly Bill 422). This bill requires timely publisher compliance in the initial provision of e-texts in order for a publisher to do business in the State of California. We have asked publishers to supply e-texts within two weeks of a request from an agent/representative of the CSU Center for Alternative Media.

A copy of the California State University A.B. 422 Implementation Plan is attached as Appendix II. Additional sample documentation addressing student and publisher interface with the CAM are also attached (Appendices III-V).

If you have questions about the Center for Alternative Media, please feel free to contact Davena Peters, CSU Center for Alternative Media (CAM) at (909) 880-5238 or via e-mail

AA-2004-25

July 1, 2004

Page 2

at [dpeters@csusb.edu](mailto:dpeters@csusb.edu). Questions about the requirements of Assembly Bill 422 may be directed to Dr. John Karras at (562) 951-4707 or [jkarras@calstate.edu](mailto:jkarras@calstate.edu).

AGJ:tjv

Attachments:

cc: CSU Presidents  
Directors, Services to Students with Disabilities  
Center for Alternative Media  
Services to Students with Disabilities Advisory Committee  
Gale Baker  
Michelle Schlack  
Judy Osman

## **APPENDIX I**

### **Description of the CSU Center for Alternate Media (CSU CAM)**

The CSU Center for Alternate Media (CSU CAM) is the authorized center for the request and distribution of electronic text (e-text) as allowed by Assembly Bill 422. Specifically, it will have the responsibilities for coordinating AB 422 requests and hosting and managing the CSU Alternate Media Database. The CSU Alternate Media Database will allow the CSU CAM to coordinate e-text requests from CSU campuses to the publishers and direct the distribution of e-text files and other alternate media resources to Services for Students with Disabilities offices across the CSU system.

### **Expected Outcomes**

The establishment of the CSU CAM will allow CSU campuses to share their alternate media resources. At this point in time, the alternate media of concern is e-text and Brailled resources. The expected outcomes are

1. Eliminate redundant e-text requests to publishers
2. Decrease need for in-house creation of e-text conversion by CSU campuses
3. Increase efficiency of alternate media personnel and resources at CSU campuses
4. Increase publisher effectiveness in complying with AB 422
5. Expedite delivery of e-texts to CSU students

### **The CSU Alternate Media Database**

The work of the CAM is enabled by the CSU Alternate Media Database (heretofore known as the Database). The Database allows designated personnel from each CSU campus to

1. Post and Enter information regarding new CSU E-Text files.
2. Search and Find CSU E-Text and Brailled book holdings.
3. Identify and Contact another CSU campus with needed E-Text file.
4. Identify and Request E-Text files from publisher contact, via the CSU CAM.
5. Track and Report nature and extent of individual campus e-text holdings, e-text work in progress, publisher response to AB 422 request, intercampus sharing of E-text files, and database utilization
6. Systematize and Automate Workflow.
7. Standardize and Streamline Procedures.
8. Catalog and Publicize alternate media resources, best practices, and new developments.

### **What the CSU Alternate Media Database Will Include**

In addition to AB 422 titles, the CSU Alternate Media Database shall also hold the titles of other electronic alternate media resources from all CSU Disability Services offices.

The sharing of these electronic alternate media resources will follow the same procedures that are established for the sharing of AB 422 files.

### **The CSU CAM Model**

#### Staffing:

The CSU CAM model will include a central staff located at the CSU San Bernardino campus and a network of CSU CAM authorized agents, one on each campus, who will function as the CSU CAM Campus Liaison. The CSU CAM Campus Liaison will be able to initiate requests to publishers as an authorized agent of the CSU CAM.

#### Coordination:

The CSU Alternate Media Database will be the tool to enable the coordination of requests by the CSU CAM Campus Liaisons. These Campus Liaisons will be thoroughly trained on CSU CAM policies, procedures, and the use of the Database. CSU CAM central staff will maintain oversight of the Database as well as ensuring that processes and procedures are followed by CSU CAM Campus Liaisons.

#### Common Form and Requesting Process:

A common form, the CSU CAM Request for Electronic Text Form (RET), will be used for requesting e-text from publishers who do not have their own forms. This common form resides on the Database and makes possible the logging of the e-text request and associated information to the Database and the efficient transmittal of the request to the publisher.

For publishers who have their own forms, the authorized agent on the campus acting on behalf of the CSU CAM will fill out the publisher's form and indicate on the form that she/he is requesting the e-text as the CSU Center for Alternate Media Campus Liaison.

In this model, each campus via the CSU CAM authorized agent (CSU CAM Campus Liaison) will still be responsible for requesting its AB 422 files and each campus will follow up its AB 422 requests. Each campus will also be responsible for updating its holdings and requests on the Database. By tracking campus holdings and publisher requests, the CSU CAM will ensure that duplicative requests are not made to publishers and that e-text files can be shared efficiently. The distributive manner of work via the CSU CAM Campus Liaisons supports the timely turnaround of alternate format resources.

## **Responsibilities of the CSU CAM Central Staff**

The CSU CAM staff will be responsible for

- 1) developing and maintaining the Database,
- 2) ensuring data integrity;
- 3) researching information and keeping abreast of publisher contact changes;
- 4) updating the contents of the database
- 5) communicating CSU processes and procedures and receiving campus feedback
- 6) troubleshooting problems relative to the database or CSU AB 422/alternate media processes
- 7) coordinating training for CSU CAM Campus Liaisons (authorized agents).
- 8) working with the CSU CAM Steering Committee and Project Director to implement strategic goals
- 9) providing data and reports to the CSU

## **Database Access**

The CSU Alternate Media Database is only available to authorized users. The director of the student disability services office at each CSU campus shall designate one person as its Campus Administrator who will be responsible for authorizing access to appropriate personnel and for ensuring that staff members who use the database are properly trained.

1. User (USER): The specific access given to a User to add, edit, delete or manage requests will be given at the discretion of the campus administration based on the person's job function.
2. Poweruser/Superuser (SU): The SU has the ability to generate reports and access all functions allowable to USER.
3. Campus Administrator (CA): the CA is a Superuser who has the responsibility for setting campus user access and training.
3. CSU Alternate Media Database Administrator: this person is ultimately responsible for the optimal functioning of the database and has full access to all its functionality. The CSU Alternate Media Database Administrator shall issue access clearance for the designated Campus Administrator and Superusers (i.e. those on the E-Text team).

## **Training & Security**

Training on the database usage and compliance procedures must be completed before the authorized staff member is allowed to use the CSU Alternate Media Database. The password created for the staff member shall not be shared.

## **Shared Responsibility for Ensuring Accurate Information**

The CSU Alternate Media Database will be the repository of information that can be shared and leveraged across the system. In addition to updating information that is campus specific, participants agreed to notify CSU CAM staff regarding non specific campus information that needs to be updated. For example, if a user knows the information for a specific publisher has changed, the user agrees to forward the updated information to the CSU CAM staff.

## **Adherence to CSU CAM Policies and Procedures**

The policies and procedures have been crafted to address copyright concerns and necessary efficiencies in the use of the Database. Participating CSU campuses must understand the policies and procedures and sign the Memorandum of Understanding for Using the CSU Alternate Media Database. Each campus will be expected to follow all applicable laws and policies. Periodic audits of campus compliance with applicable laws, policies, procedures and standards will be conducted.

## **Legal Basis**

*AB 422(direct link to the law)*

AB 422 allows the Chancellor of the CSU to establish one or more centers to process requests for electronic versions of instructional materials. If a center is established, the law states that:

“Campuses shall submit requests for instructional material to the center, which shall transmit the request to the publisher or manufacturer”, and “the publisher or manufacturer is required to honor and respond to only those requests submitted through the designated center.”

Furthermore, the law allows for the center to fulfill all subsequent requests, if a publisher has already supplied the file to the center:

“If a publisher or manufacturer has responded to a request for instructional materials by a center, or on behalf of all centers within a segment, all subsequent requests for these instructional materials shall be satisfied by the center to which the request is made.”

# **Appendix II**

## **California State University**

### **Assembly Bill 422**

#### **Implementation Plan**

**Instructional Materials in Electronic Form  
For Students with Disabilities**

## **INTRODUCTION**

Pursuant to the passage of Assembly Bill 422 (Statutes of 1999, Chapter 379), Section 67302 of the Education Code states:

An individual firm, partnership or corporation that publishes or manufactures printed instructional materials for students attending the University of California, The California State University, or a California Community College, shall provide to the university, college, or particular campus or the university of college, for the use by students attending the University of California, the California State University, or a California Community College, any printed instructional material in an electronic format mutually agreed upon by the publisher or manufacturer and the college or campus.

## **SCOPE AND PURPOSE**

Section 67302 requires the California State University to adopt guidelines for its implementation and administration of the new section. At a minimum, the guidelines shall address all of the following:

1. The designation of materials deemed "required or essential to student success."
2. The determination of the availability of technology for the conversion of nonprinted materials pursuant to subdivision (d) and the conversion of mathematics and science materials pursuant to paragraph (4) of subdivision (e).
3. The procedures and standards relating to distribution of files and materials pursuant to subdivisions (a) and (b).
4. Other matters as are deemed necessary or appropriate to carry out the purposes of this section.

### **A. BASIC COVERAGE AND LIMITATIONS OF AB 422**

The following student requirements must be met for electronic text (e-text) to be included under A.B. 422:

1. The student with a certified disability must be attending or registered to attend the campus that requests the material(s) in electronic form.
2. The student is certified that his or her disability prevents the student from using standard instructional materials.
3. The materials are for use by the qualified student in connection with the course(s) in which he or she is registered.

4. The material is deemed required or essential to a student's success in a course of study in which a student with a disability is enrolled.
5. The request is signed by the Director/Coordinator of services to students with disabilities or a campus official responsible for monitoring compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

The coverage of requested materials includes the following:

Computer files or electronic versions of printed instructional materials shall maintain the structural integrity of the printed instructional material, be compatible with commonly used braille translation and speech synthesis software, and include corrections and revisions as may be necessary. The computer files or electronic versions of the printed instructional material shall be provided to the California State University, or particular campus of the university at no additional cost and in a timely manner, upon receipt of a written request by the publisher.

The limitations to A.B. 422 are as follows:

1. Instructional material(s) do not include nontextual mathematics and science materials until software becomes commercially available that permits the conversion of existing electronic files of the materials into a format that is compatible with braille translation software or alternative media for students with disabilities.
2. If good faith efforts fail to produce an agreement between the publisher or manufacturer and the California State University or campus of the CSU as to an electronic format that will preserve the structural integrity of the printed instructional material, the publisher or manufacturer shall provide the instructional material in ASCII text and shall preserve as much of the structural integrity of the printed instructional material as possible.

## **B. CERTIFICATION OF REQUESTS**

A.B. 422 provides that publishers are required to provide electronic versions of instructional materials in response to a written request that is signed by the Director/Coordinator of services for students with disabilities or the college official responsible for monitoring compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) at the California State University campus certifying that certain conditions have been satisfied. Those conditions include:

1. E-text is needed to provide instructional materials in an alternate media for a student with a verified disability that prevents him or her from using standard instructional materials.
2. The student is attending or registered to attend a campus of the California State University.
3. The instructional material is required or essential to the student's success in the course; and
4. The standard instructional material has been purchased by the student or on behalf of the student by the campus that the student is attending.<sup>1</sup>

### **C. SECURITY OF E-TEXT**

The above conditions apply to all requests for e-texts from publishers pursuant to A.B. 422. Additional conditions are applicable where the campus will be providing the student with direct access to the e-text, as opposed to using it to produce secondary alternate media in braille or large print. In such cases, Section 67302(c) requires that "the disk or file shall be copy-protected or the college or university shall take other reasonable precautions to ensure that students do not copy or distribute electronic versions of instructional materials in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. § 101 et seq.)."

In addition, A.B. 422 permits a publisher to insist that a student who will directly use e-text sign an agreement stipulating that the e-text will be used solely for his or her own educational purposes, and that instructional materials will not be copied or duplicated for use by others. Although the law does not require such an agreement unless the publisher so desires, CSU campuses are encouraged to make such an agreement a standard part of the procedures to be used in cases where students are given direct access to e-text.

Campuses should establish procedures to ensure ownership of e-texts including maintaining an inventory of e-text files received from publishers. Proper means of information security should be developed which prohibit unauthorized access, modification, or misuse of the electronic text.

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<sup>1</sup> Ordinarily, textbooks and most instructional materials will have been purchased by the student. However, the statute also covers situations where the college purchases instructional materials for use by students. The underlying concept is that, since the bill requires e-text to be provided at no additional charge, the publisher is entitled to ensure that a standard copy of the instructional material was purchased by someone.

## **D. DETERMINING WHICH MATERIALS ARE REQUIRED OR ESSENTIAL**

A.B. 422 obligates publishers to provide electronic versions of instructional materials which are deemed to be "required or essential" for the student's success in the course in which he or she is enrolled.<sup>2</sup> The statute provides that the determination of which materials are required or essential to the student's success is to be made by the instructor of the course in consultation with the DSS Coordinator or ADA Coordinator who will certify the request. Although the law does not so require, it would also be appropriate to discuss this issue with the student. The following points should be considered in making this determination:

1. Is the material in question listed as "required" in the course syllabus or other curriculum documents? If so, this will generally be conclusive. However, even where this isn't the case, materials may be effectively required or essential in the situations discussed below.
2. Will the student need to use the instructional material in the completion of course assignments that are used to evaluate the student (i.e. to determine the student's proficiency level or assign a grade)?
3. Would it be difficult or impossible for the student to achieve his or her educational objectives without access to the particular instructional material? For example, if a student expects to major in a subject, he or she may need to do more than what is minimally necessary to pass a class. In such circumstances, the use of the instructional material may not be critical for every student, but it would be required or essential in order for the particular student to gain the needed experience from the course.

## **E. FILE FORMATS**

Upon receipt of a request containing the certification discussed in Section B above, A.B. 422 requires a publisher to provide the electronic version of an instructional material at no additional cost and in a timely manner. The statute specifies that it must be provided

"in an electronic format mutually agreed upon by the publisher or manufacturer and the college or campus. Computer files or electronic versions of printed instructional materials shall maintain the structural integrity of the printed instructional material, be compatible with

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<sup>2</sup> It would appear that this requirement does not apply to subsequent requests for use of e-text previously supplied by a publisher. In other words, if a CSU campus has previously obtained the electronic version of an instructional material from the publisher, when subsequent requests are made for copies of that file, it is not necessary to establish that the material is required or essential for the student who will now be using the e-text. All other requirements would still apply--the student must be enrolled in a course, have a disability which prevents using standard instructional material, and the material must have been purchased by or on behalf of the student.

commonly used braille translation and speech synthesis software, and include corrections and revisions as may be necessary." (Cal. Ed. Code § 67302(a)).

Most of the desktop publishing programs used by publishers will permit saving files in Microsoft Word or Rich Text format. Many screen reading programs, braille displays, and braille translation programs can access Microsoft Word or Rich Text files, and such files will maintain many formatting elements created in desktop publishing programs. Moreover, most other word processors will recognize Microsoft Word files, so such files should be usable even if a particular student will be using WordPerfect or some other word processing program.

As of January 2004, a National File Format (NFF), the ANSI/NISO Z39.86-2 (DAISY 3) XML tag set (DTBook), is currently under discussion as part of the IDEA reauthorization bill. The ANSI/NISO Z39.86-2 (DAISY 3) format is an accepted international standard that will preserve the structural integrity of the textbook, is compatible with commonly used braille translation and speech synthesis software, is easily transformable to Braille and other alternate formats, and is highly navigable. The IDEA if passed with the NFF as part of the legislation would obligate publishers to provide e-text in the NFF for K-12 textbooks only. However, because of the robust functionality of the NFF and the business incentives for publishers to provide one standard format, the CSU would request that publishers provide post-secondary e-text in the NFF also.

Until a better alternative, such as the National File Format (NFF), is developed and readily available, the CSU will undertake discussions with publishers and request files in Microsoft Word or Rich Text format. Some publishers may use proprietary software that will not produce files in Microsoft Word or Rich Text format. In other instances, the format and structure of the particular document may be such that conversion to one of these formats will not preserve the "structural integrity" of the printed document. Cal.Ed. Code, Section 67302(e)(4) states:

" 'Structural integrity' means all of the printed instructional material, including, but not limited to, the text of the material, sidebars, the table of contents, chapter headings, and subheadings, footnotes, indexes, glossaries and bibliographies. 'Structural integrity' need not include nontextual elements such as pictures, illustrations, graphs, or charts."

In some instances a simple conversion of the publisher's file to Microsoft Word or Rich Text will not produce an accessible file that retains all of the enumerated elements of the structural integrity of the original. In such cases, the CSU campus and the publisher should attempt to identify and agree upon some alternative format that will maintain the structural integrity of the printed document and still be usable with screen reading and/or braille translation software.

It may be necessary to require the publisher to convert the file to Microsoft Word or another usable format and then modify the converted file to reconstruct or simulate the structural elements that were lost or garbled. California Education Code, Section 67302(a) implies that this may be required because the file provided by the publisher must "maintain the structural integrity of the printed instructional material, be compatible with commonly used braille translation and speech synthesis software, and include corrections and revisions as may be necessary."

A.B. 422 provides a "default option" if the publisher and the campus cannot agree on an appropriate file format. California Education Code, Section 67302(e)(4) provides that:

"If good faith efforts fail to produce an agreement pursuant to subdivision (a) between the publisher or manufacturer and the university, college, or particular campus of the university or college, as to an electronic format that will preserve the structural integrity of the printed instructional material, the publisher or manufacturer shall provide the instructional material in ASCII text and shall preserve as much of the structural integrity of the printed instructional material as possible."

Since there are significant limitations on the formatting that can be provided by ASCII text, each campus should make every effort to work out an agreement with the publisher that will avoid the necessity of relying on the default option. However, the law does guarantee the availability of ASCII text (enhanced to preserve as much as possible of the structural integrity of the original), and there may be situations in which this is the best approach to providing access for the student.

#### **F. MATHEMATICS AND SCIENCE MATERIALS AND OTHER NON-PRINTED INSTRUCTIONAL MATERIALS**

A.B. 422 contains two provisions that exempt publishers from providing electronic versions of certain types of instructional materials. One exemption is provided by California Educational Code, Section 67302(e)(1), which excludes from the definition of instructional materials "nontextual mathematics and science materials until the time software becomes commercially available that permits the conversion of existing electronic files of the materials into a format that is compatible with braille translation software or alternative media for students with disabilities."

The other exemption in A.B. 422 applies to "nonprinted instructional materials." These are defined as "instructional materials in formats other than print, and includes instructional materials that require the availability of electronic equipment in order to be used as a learning resource, including, but not necessarily limited to, software programs, video disks, and video and audio tapes." (Cal. Ed. Code, § 67302(e)(3)).

Publishers are not required to comply with A.B. 422 with respect to non-printed instructional materials until technology is available to convert these nonprinted instructional materials to a format that maintains the structural integrity of the nonprinted instructional materials and is compatible with braille translation and speech synthesis software. (Cal. Ed. Code, § 67302(d)).

## **G. ESTABLISHMENT OF CAMPUS CENTER(S)**

A.B. 422 allows the Chancellor of the CSU to establish one or more centers to process requests for electronic versions of instructional materials. If a center is established, the law states that:

“Campuses shall submit requests for instructional material to the center, which shall transmit the request to the publisher or manufacturer”, and “the publisher or manufacturer is required to honor and respond to only those requests submitted through the designated center.”

Furthermore, the law allows for the center to fulfill all subsequent requests, if a publisher has already supplied the file to the center:

“If a publisher or manufacturer has responded to a request for instructional materials by a center, or on behalf of all centers within a segment, all subsequent requests for these instructional materials shall be satisfied by the center to which the request is made.”

## **THE CSU CAM MODEL**

The CSU Center for Alternate Media (CSU CAM) established at CSU San Bernardino will have the responsibility of coordinating all CSU e-text requests to publishers. See Appendix I for Description of the CSU CAM.

### **Staffing:**

The CSU CAM model will include a central staff located at the CSU San Bernardino campus and a network of CSU CAM authorized agents, one on each campus, who will function as the CSU CAM Campus Liaison. The CSU CAM Campus Liaison will be able to initiate requests to publishers as an authorized agent of the CSU CAM.

### **Coordination:**

The CSU Alternate Media Database will be the tool to enable the coordination of requests by the CSU CAM Campus Liaisons. These Campus Liaisons will be thoroughly trained on CSU CAM policies, procedures, and the use of the Database. The CSU CAM central staff will maintain oversight of the Database as well as ensuring that processes and procedures are followed by CSU CAM Campus Liaisons. The CSU CAM staff will also

coordinate the supplying of e-text to other CSU campuses when there is a subsequent request for the same instructional material.

### **Common Form and Requesting Process:**

A common form, the CSU CAM Request for Electronic Text Form (RET), will be used for requesting e-text from publishers who do not have their own forms. This common form resides on the Database and makes possible the logging of the e-text request and associated information to the Database and the efficient transmittal of the request to the publisher.

For publishers who have their own forms, the authorized agent on the campus acting on behalf of the CSU CAM, will fill out the publisher's form (Appendix III) and indicate on the form that she/he is requesting the e-text as the CSU CAM Campus Liaison.

### **E-Text Repository**

A CSU E-Text Repository is planned for development. Until this repository is established, the publisher will be directed to send the e-text to the CSU CAM Campus Liaison (authorized agent) at the campus who has need for the file.

## **H. PROCESS FOR HANDLING REQUESTS**

The following process will be considered by campuses to establish procedures to respond to a request from a student that requires obtaining e-text from a publisher pursuant to A.B. 422.

1. The Chancellor's Office will send a letter to all publishers advising them of the establishment of the CSU CAM. The letter is provided in the Appendix V
2. Using appropriate CSU campus procedures, a student requests that instructional materials be made available in alternate media in a timely fashion and well in advance of the date needed for use due to the timeline needed to have the e-text ordered, produced, and delivered (see Appendix IV).
3. The campus DSS officer or appropriate staff person designated to work with e-text acquisition, determines that e-text is the appropriate medium for use by the student or that e-text will be needed to produce materials in the appropriate medium (e.g. braille or large print). If so, the student is asked to provide documentation necessary to satisfy the requirements of A.B. 422; i.e., the student:
  - a.) The student has a disability which prevents the use of standard instructional materials,
  - b.) The student is registered/enrolled in a course at the CSU campus,

- c.) The student has purchased the instructional material or it is being otherwise purchased on his/her behalf (i.e., the student has a receipt) and,
- d) The instructional material in question is required or essential to the successful completion of the course. The listing of the material in question as "required" in the course syllabus or other curriculum documents will be sufficient to meet this requirement.
- e.) The student is also required to sign an agreement stating that the e-text will be used for his/her educational purposes only and that duplication or distribution of the material is strictly prohibited. Such agreement must be signed at the onset of the process.

A sample Student Certification form addressing the above is included in Appendix IV.

4. The DSS Office or ADA Coordinator determines whether the instructional material is already available on the CSU Alternate Media Database or from other entities such as the Recording for the Blind and Dyslexic or Boorkshare.org. If so, the source is contacted and a copy is obtained.
5. If it will be necessary to obtain the e-text from the publisher, the CSU CAM Campus Liaison (authorized agent) will contact the CSU CAM via the CSU Alternate Media Database and will complete the CSU CAM Request for E-Text (RET) form for submittal. (See Request for E-Text Form in Appendix III)
6. In the event the publisher has its own form and process, the CSU CAM Campus Liaison (authorized agent) will fill out the publisher form on behalf of the CSU CAM.
7. The CSU CAM Campus Liaison (authorized agent) works with the publisher to agree upon a format for the e-text, which will be compatible with screen reading or braille translation software and maintain the structural integrity of the instructional material.
8. DSS Office (or ADA Coordinator) arranges for the e-text to be provided to the student or for production of secondary alternate media, if necessary.
9. DSS Office (or the ADA Coordinator) arranges for storing a master copy of the e-text in a secure place and logs the e-text file information onto the CSU Alternate Media Database.
10. Ongoing review and compliance with these guidelines is required and must occur through the DSS Office on each campus and the CSU Chancellor's Office.

## APPENDIX III

### California State University (CSU) Center for Alternate Media Request for Electronic Text

To: (Name of Publisher Contact)  
Name of Publisher or Subsidiary:

Pursuant to California Education Code Section 67302 (Assembly Bill 422), the CSU Center for Alternate Media (CAM) is requesting the following instructional material in an electronic format for a student with a disability attending a CSU campus. Under 67302(g), the CSU CAM will fulfill subsequent requests for the same instructional material from other CSU campuses. If you are not able to fulfill the request by the date the E-file is needed or within two weeks of receipt of request, please contact the requestor below.

#### Instructional Material Requested

Title:  
Edition:  
Author:  
ISBN: Year of Publication:  
Date of Request:  
Course: Term:  
Instructor:

Requested Format:  
Platform:  
E-file Needed By:  
Comments:

**Preferred Delivery Method**       **Email**       **US Mail**  
**Email or Mailing Address Where File Should Be Sent**

Email:  
First Name: Last Name:  
CSU Campus:  
Department:  
Address:  
City: State:  
Zip Code:

#### Requestor Information

Requestor's First Name:  
Requestor's Last Name:  
Requestor's Title: (will include the person's title and also the title of CSU CAM Campus Liaison)  
CSU Campus:  
Phone:  
Fax Number: E-mail:

The following requirements listed below will have been satisfied for this request:

1. The student or the institution/program on behalf of the student has purchased the instructional material being requested.
2. The student has a verified disability that prevents him or her from using standard instructional materials in print format.
3. The requested instructional material is required for a course for which the student is registered or enrolled.
4. The request has been signed by the coordinator of services for students with disabilities or his/her designee.
5. The student has signed a statement agreeing to use the electronic copy of the printed instructional material solely for his or her own educational purposes, and that he or she will not copy or duplicate the electronic instructional material for use by others.
6. The CSU will take reasonable precautions to ensure that the student does not copy or distribute electronic versions of the instructional materials in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX IV**

**STUDENT CERTIFICATION SAMPLE FORM  
FOR ALTERNATE MEDIA SERVICES  
(to remain in student's file and not sent to publishers)**

Student: \_\_\_\_\_ SID number: \_\_\_\_\_  
Last Name First

Circle One: Fall Spring Summer Winter Date: \_\_\_\_\_

Student Disability Resource Center (SDRC) facilitates alternative print format requests for students who are eligible for this service. In order to maintain the integrity of the service and comply with the law (AB 422), the following obligations apply to me.

1. I am currently registered at \_\_\_\_\_, and matriculated in classes or enrolled in Continuing Education courses.
2. I am registered with the SDRC where a confidential file of my disability verification is maintained. SDRC's professional staff has verified my disability. My disability prevents me from "using standard instructional materials".
3. I am requesting an alternative format of a textbook that I own or has been purchased on my behalf.
4. I understand that the alternate media (electronic file) supplied to me is for my own educational use only. The material is copyrighted and may not be reproduced or distributed. Any further reproduction or distribution in any format is an infringement of copyright laws and subject to legal actions. Therefore I will not copy or reproduce any alternate format material provided by SDRC, nor allow anyone else to do so.
5. I will contact SDRC If I have problems or concerns regarding the alternate format provided.

I have read or heard this contract read aloud and understand the procedures and conditions of the services listed above. My signature is my commitment to adhere to these responsibilities and terms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SDRC Director or Designee Signature

\_\_\_\_\_  
Date

**APPENDIX IV a.**

**STUDENT CERTIFICATION SAMPLE FORM  
FOR ALTERNATE MEDIA SERVICES  
(To be mailed to publisher upon request)**

Circle One: Fall   Spring   Summer   Winter   Date: \_\_\_\_\_

Student Disability Resource Center (SDRC) facilitates alternative print format requests for students who are eligible for this service. In order to maintain the integrity of the service and comply with the law (AB 422), the following obligations apply to me.

1. I am requesting an alternative format of a textbook that I own or has been purchased on my behalf.
2. I understand that the alternate media (electronic file) supplied to me is for my own educational use only. The material is copyrighted and may not be reproduced or distributed. Any further reproduction or distribution in any format is an infringement of copyright laws and subject to legal actions. Therefore I will not copy or reproduce any alternate format material provided by SDRC, nor allow anyone else to do so.

I have read or heard this contract read aloud and understand the procedures and conditions of the services listed above. My signature is my commitment to adhere to these responsibilities and terms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SDRC Director or Designee Signature

\_\_\_\_\_  
Date

## APPENDIX V



# THE CALIFORNIA STATE UNIVERSITY

BAKERSFIELD • CHANNEL ISLANDS • CHICO • DOMINGUEZ HILLS • FRESNO • FULLERTON • HAYWARD • HUMBOLDT  
LONG BEACH • LOS ANGELES • MARITIME ACADEMY • MONTEREY BAY • NORTHRIDGE • POMONA • SACRAMENTO  
SAN BERNARDINO • SAN DIEGO • SAN FRANCISCO • SAN JOSE • SAN LUIS OBISPO • SAN MARCOS • SONOMA • STANISLAUS

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DAVID S. SPENCE  
EXECUTIVE VICE CHANCELLOR  
CHIEF ACADEMIC OFFICER

June 16, 2004

Publisher's Name/Address

Dear Madam or Sir:

The California State University system is comprised of 23 campuses and is the largest four-year institution in the country enrolling more than 400,000 students. We are committed to serving the needs of students with disabilities and consider access to appropriate instructional materials a requirement to ensure academic quality.

The California State University (CSU) has established the **CSU Center for Alternate Media (CAM)**, pursuant to California Education Code section 67302(g), to help expedite the delivery of electronic texts (e-texts) of instructional materials to eligible CSU students with disabilities. As the authorized coordinating center for the distribution of e-text, the CSU CAM will significantly reduce redundant requests to publishers by the 23 CSU campuses. Once a usable electronic file is received from a publisher, the CSU CAM will be responsible for fulfilling subsequent requests of the same title from any other CSU campus.

We believe the establishment of the CSU CAM will expedite the delivery of instructional materials to eligible students in a timely fashion and make it more cost effective for publishers to supply the needed e-text as required by California Education Code section 67302 (Assembly Bill 422). This bill requires timely publisher compliance in the initial provision of e-texts in order for a publisher to do business in the State of California. We are asking publishers to supply e-texts within two weeks of a request from an agent/representative of the CSU Center for Alternative Media .

The following requirements will have been met for each request forwarded to textbook publishers:

1. The printed instructional material will be purchased by a CSU student or by a CSU campus or organization on behalf of the student.
2. The CSU has documented that the student for whom the request is made has a disability that prevents him or her from using standard instructional materials.
3. The printed instructional material is for use by that student in connection with a course in which he or she is registered or enrolled at a CSU campus.

Publisher's Name

June 16, 2004

Page 2

4. The request will be signed by the coordinator of services to students with disabilities at the CSU campus in question, or by his/her designee and will be sent to you by the CSU Center for Alternate Media Campus Liaison.
5. The student will have signed a statement agreeing to both of the following:
  - a) The student will use the electronic copy of the printed instructional material solely for his or her own educational purposes.
  - b) The student will not copy or duplicate the electronic instructional material for use by others.
6. The CSU will also take reasonable precautions to ensure that students do not copy or distribute electronic versions of instructional materials in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.).

We look forward to working with you, and we thank you in advance for your participation in supplying the e-text of required instructional materials to eligible students with disabilities in a timely manner.

If you have any questions about the A.B. 422 Guidelines please contact Dr. John Karras at the CSU Chancellor's Office at [jkarras@calstate.edu](mailto:jkarras@calstate.edu) or (562) 951-4707. For questions about the Center for Alternative Media (CAM) and the process to provide e-text to the Center please contact Davena Peters, CSU Center for Alternate Media (CAM) Liaison, at (909) 880-5238 or via email at [dpeters@csusb.edu](mailto:dpeters@csusb.edu).

Sincerely,



David Spence

DSS/tjv

cc: Center for Alternative Media staff  
Directors, CSU Services to Students with Disabilities