Getting Library books in accessible formats

Introduction

If you need Library books in accessible electronic formats, there are 3 options: finding electronic books, requesting chapter scans, and requesting whole book scans.

Electronic books

First, the book may be already be in electronic format in the Omni Library catalogue. To limit to electronic, choose Available Online from the search Filters after you've done your search. If you run into trouble with download limits, we can download and compile files for you so they work with your screen reader.

Chapter scans

Second, sometimes a book is only available in print. If you only need a chapter, you can request it in Omni and the Library will scan it for you and do basic OCR on the PDF. To request a chapter sign into Omni, then click on a print book title to see its full record. Under Get It, select the option called Scan Section. Fill in the chapter information. You'll get an email with the PDF in a couple of days.

Book scans

Finally, if an ebook format doesn't work for you, or you need a whole print book, you can request an electronic version. It doesn't matter if the Laurier Library owns the book or not. The Library uses the ACE service, a partnership between Ontario university libraries. Laurier books are scanned by ACE in Toronto.

To use ACE, you need an ACE token. If you are registered with the ALC or Human Resources, you can get a token from those offices. If you have a print disability but aren't registered, you can get a token from the Library.

ACE requests take a while, so check first to see if a book has already been scanned by ACE. Search the ACE site at <u>ace.scholarsportal.info</u>. Click on the Access ACE Content button. Then log in using your ACE token. Search for your book by title in the main search box.

Some books here have been digitized by ACE and are available in PDF as well as other formats, which vary but may include Word or text files, epub, and Daisy. The books that don't say ACE are available in pdf only. Select the title to see the available versions and download them.

If you don't find the book you need on the ACE site, you can make an alternate format request to have it digitized. You can do this in Omni, using the Request Alternate Format for Print Disabled Users link underneath the title of the item.

Or you can go to the Library's main web page and type Alternate Format form in the upper search box to find the alternate format request form. Fill in the form and submit your request.

If we can find an already digitized version, or we own the print book locally, we can get it to you in a few days. If it needs to be scanned by ACE it usually takes 1-2 weeks. We'll email you when your book is ready.

Additional accessibility features

Most of our alternate format services provide PDF files with basic OCR. If you need other formats, or additional accessibility features, we also have text remediation services.

One of our services is <u>SensusAccess</u>. It's a self-service online tool you can use to convert files to different formats, for example PDF to Word or mp3, or add accessibility such as tagged PDF. Upload your file and get results emailed to your Laurier address in a few minutes. To find SensusAccess, search for it in the upper search box on any Library web page.

The other service is our in-house remediation. We can convert to different formats, clean up files, and add accessibility features like headings and lists for navigation. To request these services use the <u>alternate format request form</u> mentioned earlier, or email us.

More information and how to contact us

For more details about any of our accessibility services, check out the Accessibility Hub on the Library web site. On any web page, choose the Services menu, then Accessibility Hub.

If you have questions or want help, don't hesitate to contact us at libaccessibility@wlu.ca.

Help us improve! How useful was this video? library.wlu.ca/videofeedback