

## How to Obtain Textbooks in Alternate Format

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### Read this information carefully before requesting your textbooks in alternate format.

If you use screen-reader or text-to-speech software to read your books, you will need to order your books in alternate format. Alternate format includes audio books, electronic format (e-books), or PDFs.

It can take **up to 8 weeks to complete the process** as you may have to try more than one source to find your book(s). You are advised to begin as early as possible.

The different types of alternate format and how to obtain them are described below.

**Students are expected to search for these books using these resources.** If you are unable to obtain one of these formats, or if you think you need a copy of the PDF, you can request help through your disability support services counselor.

### E-books – used with screen reader or text-to-speech software.

- Purchase or rent an e-book from the NOVA bookstore or from another bookseller. To find out if your textbook is available as an e-book, check online at the [Campus Bookstore](#) or in person. If your book does not come as an e-book, you may be able to purchase an access code to obtain an electronic format. The bookstore can tell you whether your book comes with an access code. **Note: It is less expensive to purchase a new book and an access code than it is to rent a book and purchase the access code separately.**
- Vital Source – built-in text-to-speech software  
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### PDFs - used with screen reader or text-to-speech software

- If there is no electronic format of the book, ask your DSS counselor to obtain a PDF from the publisher. The PDF will work with either screen reader or text-to-speech software. To obtain a PDF, you must first buy or rent the book and provide a copy of the receipt, along with a completed copy of the [Request for Alternate Format](#) (125-011) form to your DSS counselor. Submit one form for each book.

### Audio Only

- Learning Ally  
Obtain your books through Learning Ally, which provides audio recordings only. To use Learning Ally, you must download their software from the website [www.LearningAlly.org](http://www.LearningAlly.org). Learning Ally is a membership service. In exchange for an annual membership fee, you obtain your books for free. For information on how to use this service, refer to the [Learning Ally](#) fact sheet on the Disability Support Services website.