

Colleagues,

As you consider, adopt, and order textbooks for the next term, please keep in mind the expectations for accessibility of all instructional materials, both print and electronic. These items may include, but are not limited to, textbooks in bound, unbound, kit, or package form, library media (print, non-print, electronic resources), instructional software content, web/online content and learning objects, E-books, CD-ROM, DVDs, videos, slides, films and filmstrips, learning laboratories, recordings, manipulatives, consumables and ITV content. They must be accessible to all users in an equally effective and timely manner.

Some helpful tips for selecting textbooks and other instructional materials:

1. Check with the publisher, vendor, or the bookstore to determine whether your textbook(s) is(are) available in alternative, accessible formats. The bookstore may already have information about the accessibility of your selection. Ask the bookstore for publisher representative contact information.
2. If alternative formats are not available, contact Dawn Ford in the Walker Center for Teaching and Learning (WCTL) as soon as possible to find out how to acquire an accessible version. Whenever possible, select a textbook that is already accessible.
3. Select your textbook early – that gives you more time to determine whether it is accessible and to arrange for alternatives.
4. If a CD accompanies the text – whether required or optional – determine whether it is available in an accessible format. If you are using a video, be sure it is captioned. If it is not, contact the Walker Center for Teaching and Learning for help.

The best choice is to adopt textbooks and other materials that do not present additional challenges for you or your students. Please contact Dawn Ford in the WCTL and ask for help if you have questions about your options and obligations.