



Agreement on Use of Recorded, Electronic, or Other Alternatively Formatted Course Materials

Coordinator of Disability Services, Yager 504
The Loft, 5th Floor, Stevens-German Library, Yager Hall
Tel: 607-431-4546; Fax: 607-431-4567

Hartwick College works to ensure that appropriate and reasonable accommodations are provided for students with documented, qualifying disabilities. In order to maintain the integrity of the services offered and comply with applicable law, the following policies and procedures apply to all use of alternatively formatted course materials.

This agreement is made by and between _____, Student, and Hartwick College. In consideration of the provision of audio, electronic, large print, or Braille textbooks or other course materials, Student acknowledges and agrees to the following:

- I understand that I must be currently registered with the Coordinator of Disability Services as a student with a qualifying disability and enrolled in the particular class or classes for which I am requesting alternatively formatted materials.
- I understand that I must own a physical copy of all materials requested in alternative format, purchased at the same cost as other students.
- I agree not to copy or reproduce alternatively formatted materials, nor allow anyone else to do so, pursuant to the Copyright Revision Act of 1976 as amended (17 USC § 101 et seq.).
- I will not share the alternatively formatted materials with any other person.
- I understand that any violation of this agreement may be considered a violation of Hartwick College Student Code of Conduct and may result in appropriate disciplinary action. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder, and/or incarceration.
- I understand that I assume the risk for damage to or loss of materials while they are assigned to me.
- **I agree to return all materials to the Disability Services office promptly upon completion of my use, and no later than the last scheduled date for final exams during the semester in which materials are borrowed.**
- I understand that the course materials provided for me may be subsequently used by other students and are costly to the College to recreate. I understand, therefore, that if I fail to return the materials to the College at the end of my enrollment in the course or return them in a damaged condition, I may be liable to pay liquidated damages to the College. **Failure to return materials or return of damaged materials will be charged to my student account.** Please note that future term registration, transcripts or diplomas may be held if there is a balance to your student account.

Before receipt of materials, this agreement shall be signed by the student and the designated college official and kept on file. Fees charged to student account if materials are not returned or they are returned damaged. (subject to change)

CD's- reproduced by the college- \$5.00
RFBD-tape or CD-Rom- \$10.00
Tape recorder- (4 track- \$99.00)
Standard Tape Recorder- \$30.00
Kurzweil Software program- \$395.00
Headphones- 5.00
RFBD Victor Reader Vibe- \$199.00

I have read and understand the policies and procedures outlined above and agree to comply with them.

Student

Date

Student ID