



AccessAbility Services
Alternative Format Contract

Before receipt of materials, this agreement shall be signed by the student and kept on file each semester in which the student requests alternatively formatted materials.

Name: _____ Semester: _____

- I warrant that I am **enrolled for the semester and the particular course(s)** for which I am requesting alternatively formatted instructional materials.
- I understand that I am expected to **notify AccessAbility Services** office (AAS) immediately if there are any changes in the status of a request, class schedules, course requirements, alternative format needs, if some or all of the readings for a course are no longer needed, or if the course is dropped.
- I understand and agree that I must **provide proof of possession** for any books requested in electronic format.
- I agree that **I will not copy, reproduce, reformat, or resell** alternatively formatted instructional materials nor allow anyone else to do so pursuant to the requirements of copyright law.
- **I will not share** alternatively formatted materials with any other party.
- I understand that any digital files provided by the **HATHI Trust** will not remain on the Google Drive or any Mount Holyoke Server for more than 48 hours. The HATHI Trust files must be downloaded immediately from the Google Drive upon receipt and accompanied by the HATHI Trust title page at all times.
- I understand that **AAS is not responsible for any damage** to the original material during the scanning and rebinding process.
- I have read and understand the **Alternative Format Policy** document. I understand and agree that my failure to comply with the Student Responsibilities for Requesting Class Materials in Alternative Formats may result in unavoidable delays in the delivery of accessible class materials.
- I understand that any **violation of this agreement** may be considered a violation of the college's Student Code of Conduct. 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.

By signing my name I agree that I have read, understand and agree to these conditions.

Student Signature: _____ **Date:** _____