



**Resource Center for Persons with Disabilities (RCPD)**  
*Maximizing Ability & Opportunity*  
**Michigan State University**  
**120 Bessey Hall**  
**East Lansing, MI 48824-1033**  
**(517) 884-RCPD (517) 355-1293 (TTY) (517) 432-3191 (fax)**  
[www.rcpd.msu.edu](http://www.rcpd.msu.edu)

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## **ALTERNATIVE FORMAT PRODUCTION FOR NON-RCPD PROGRAMS AND INSTITUTIONS**

A core function of the MSU Resource Center for Persons with Disabilities (RCPD) is disability related services to the MSU community including production of alternative format materials for people with print-related disabilities. Alternative format materials including: Braille (literary and scientific), large print, tactile graphic, and electronic formats provide access to information and knowledge for persons with print-related disabilities including blindness, visual impairment, learning disabilities, and certain motoric disabilities. Such services are provided at no cost to RCPD registered students with print-related disabilities who are both deemed eligible for alternative formats and using the material in MSU credit-granting courses. Production of these materials requires the establishment and maintenance of production capacities that ebb and flow with semester academic schedules. During periods when student needs have been met, the RCPD may experience extra production capacity allowing the unit to assist other programs and institutions to meet their goals and obligations for programmatic access by persons with disabilities.

This document outlines basic principles and fee structures that may be of service to others striving to meet similar service obligations for persons with disabilities. Requests for RCPD assistance in the production of alternative format materials may be addressed to the RCPD Media Access Specialist. In all cases, RCPD ability to produce alternative format versions of copyrighted materials requires that programs and institutions formally certify that the materials are for the use of persons with documented print-related disabilities only and that the materials will be managed in a manner that prevents unauthorized use or reproduction of such materials as described in federal copyright law.

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## **BRAILLE MATERIAL PRODUCTION**

Please note that providing documents for Brailing in a standard computer file format rather than printed format reduces the time spent on the project and thus reduces overall project cost. The following points will assist RCPD in minimizing production time and project cost.

1. Deliver materials: Either on standard text-based e-mail or via e-mail document attachment.
2. Providing documents in a common PC format like MS-Word, or ASCII text will reduce the time spent on the project thus decreasing overall costs. Avoid proprietary formats and document structures that are not easily transferred to other programs (e.g., desktop publishing packages, etc.).
3. The finished Braille product will be presented in traditional lines of text from left to right on the page, thus avoid document formats that feature newspaper-like columns of text when possible. If columns of text are provided, RCPD staff will need to spend extra time reformatting documents, which increases time and cost. Generally, the simpler the document layout the better.

## **BRaille MATERIAL PRODUCTION FEE SCHEDULE**

The rate is: \$35 per hour of editing, formatting and proofing plus \$.50 per page of final Braille; Documents of five pages or less will staple at no charge. Documents over five pages will be comb bound at \$1 per volume with optional plastic covers available at \$5 per volume. Completion time estimation is based on complexity of document and other concurrent projects. Additional fees are assessed for time sensitive requests.

- \* A minimum charge of 1-hour labor will be applied to each project.
- \* We reserve the right to re-negotiate fees based on the complexity of materials presented.
- \* Payment is due upon receipt of billing statement.
- \* A pre-production estimate of cost can be made upon request.
- \* Production will be started upon receiving the completed "Alternative Format Production Request" form.

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## **NEMETH (MATHEMATIC) BRAILLE AND TACTILE GRAPHIC MATERIAL PRODUCTION**

STEM material (Science, Technology, Engineering and Mathematics) can be produced in E-text, Nemeth and/or tactile graphic formats according to the user's needs. Tactile graphic is produced using Microsoft Word and ViewPlus Pro Braille Embosser. Nemeth Braille is produced using Scientific Notebook (SNB), Duxbury Braille Translator, and Braille embosser.

## **NEMETH BRAILLE AND TACTILE GRAPHIC MATERIAL PRODUCTION FEE SCHEDULE**

The fee for Nemeth Braille and tactile graphic material production follows the Braille production schedule.

- \* A minimum charge of 1-hour labor will be applied to each project.
- \* We reserve the right to re-negotiate fees based on the complexity of materials presented.

- \* Payment is due upon receipt of billing statement.
  - \* A pre-production estimate of cost can be made upon request.
  - \* Production will be started upon receiving the completed “Alternative Format Production Request” form.
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## **ELECTRONIC TEXT (E-TEXT) MATERIAL PRODUCTION**

Electronic materials enable students with disabilities to use a range of assistive technology to render the document in a format that best fits individual needs. Examples include: read aloud via computer speech synthesis, enlarged print via text magnification, or Braille via refreshable Braille display. Additionally, persons with motoric disabilities involving the hands often find that these formats enable them to use alternative control systems including speech recognition systems to navigate the text without the need to physically turn pages or hold a traditional book. Electronic books may be produced in various formats but each item carries a special copyright notice (where appropriate) and requires borrower acknowledgement and adherence to federal copyright law as described in the special copyright notice.

## **ELECTRONIC TEXT MATERIAL PRODUCTION FEE STRUCTURE**

The rate is: \$35 per hour production time. Completion time estimation is based on complexity of document and other concurrent projects. Additional fees are assessed for time sensitive requests.

- \* Book produced in MP3 audio format through Text-to-Speech (TTS) procedures follows the E- text production fee structure.
- \* Large print produced in either electronic graphic or electronic text format follows the E-text production fee structure.
- \* A minimum charge of 1-hour labor will be applied to each project.
- \* We reserve the right to re-negotiate fees based on the complexity of materials presented.
- \* Payment is due upon receipt of billing statement.
- \* A pre-production estimate of cost can be made upon request.
- \* Production will be started upon receiving the completed “Alternative Format Production Request” form.



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## ALTERNATIVE FORMAT PRODUCTION REQUEST

The purpose of this form is to facilitate request and payment for services rendered in the production of alternative formats by the Resource Center for Persons with Disabilities (RCPD). By completing and returning this form to RCPD you authorize RCPD to invoice you for the Alternative Format Production cost listed below. RCPD's ability to produce alternative format versions of copyrighted materials requires that programs and institutions formally certify that the materials are for the use of persons with documented print-related disabilities only and that the materials will be managed in a manner that prevents unauthorized use or reproductions of such materials as described in federal copyright law. Please complete the form below and fax (517-432-3191) to Media Access Specialist, RCPD. If you have questions regarding the billing, contact Budget Manager at 884-1903. Thank you.

Organization Name	Contact Person (include billing contact if different)
Billing Address	Phone (include billing contact phone number if different)
P.O. Number (if needed) / Campus Billing Account Number	Special Instructions
Title of Book/Material	Format Requested
Shipping Instructions: (circle one) **All cost will be added to billing <b>Pick up US Mail UPS Free Matter</b>	Rush Order Charge <b>YES No Request Date:</b>
Authorized Signature Name (print Position/Title Date)	
<p>The authorized signature hereby certifies:</p> <ol style="list-style-type: none"> <li>1. This material is requested for and will be used solely by a person who is documented as having a print-related disability.</li> <li>2. The organization retains all future liability associated with improper use or distribution of this material.</li> <li>3. Agreement to reimburse, in a timely manner, the RCPD for cost related to material production as outlined in the fee structure.</li> </ol>	

*(for RCPD use)*

Alternative Format Used	Hourly Rate	Hours of Production	\$
Binding @ (\$1.00/each)	Hard Cover Set Cost	CD Cost	\$
Date Material Received	Braille Paper # pages @ (\$.50/page)		\$
Date Alternative Format Completed	Supervisor Signature	Total Cost	\$