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| **NOTE:** To accompany print material. Please enter a tick or a “y” or “n” in the blank cell next to your preferred option |
| **CONTACT DETAILS** |
| **Student’s Name** |  |
| **Consultant/Student Rep. & Phone Number** |  |
| **Institution** |  |
| **Return Address for Produced Material****(Print will also be returned to this address unless otherwise specified)** | **Return to Student’s Home Address? yes or no** |  | **Return to Institution’s Address? yes or no** |  |
| **Other (please specify)** |
| **FOR THE FOLLOWING SECTION, PLEASE REFER TO THE CHECKLIST AT THE END OF THIS FORM** |
| **Title** |  |
|  |
| **Author** |  |
| **Edition & Date of Publication** |  | **Would an earlier or variant edition suffice? yes or no** |  |
| **Publisher** |  |
| **ISBN** |  |
| **Preferred Format (yes or no)** | **Braille?** **Australian Braille or new Unified English Braille** |  | **Large print?**  |
| **E-text? (NOTE: Please also complete separate E-Text form)** |  |
| **FOR THE NEXT SECTION PLEASE SPECIFY WHICH SECTIONS / CHAPTERS ARE REQUIRED. PLEASE ALSO ADVISE WHAT ORDER OF TEXT IS REQUIRED IF DIFFERENT TO PRINT VERSION** |
| **Please carefully select items that need to be included. Each additional item can significantly increase production time and cost . Please indicate “yes” or “no” next to each item.** | **Bibliography?**  |  | **References?**  |  |
| **Indexes?**  |  | **Tables?**  |  |
| **Captions?** |  | **Described diagrams? NOTE: Please see details on separate E-Text form.** |  |
| **Glossary?** |  | **Margin notes?** |  |
| **Boxed text?**  |  | **Tactual/Large Print diagrams?** |  |
| **Footnotes/Endnotes?** |  | **Appendices?** |  |
| **FOR INTERNAL USE ONLY: Date material received by Vision Australia.** |  |  | **CD? yes or no?** |  |
| **Can we dismantle the book? yes or no?****NOTE: Dismantling the book will speed up the transcription process.** |  |
| **If “yes”, do you want the dismantled book returne after transcription is completed? yes or no?** |  |
| **Is proofreading of specialist text required? yes or no?****NOTE: In most cases, standard text will NOT be proofread for students. Specialist Text and Music will be proofread unless otherwise indicated by the DLO above. Production can be decreased by approx. one week if proofreading is not required.** |  |
| **Date required**  |  |
| **Please specify below which sections/chapters are required. Please also advise what order of text is required if different to the print version.** |
| **ADDITIONAL PRODUCTION INFORMATION FOR BRAILLE AND LARGE PRINT** |
| **1. Braille (yes or no)** | **Emboss single?**  |  | **Double sided?**  |  |
| **Double spaced?**  |  | **Single-spaced?**  |  |
| **Collation (Please choose one)** | **Spiral bound at side?**  |  | **Spiral bound at top?**  |  |
| **Two holes punched? yes or no** |  | **Stapled? yes or no** |  |
| **Is at Table of Contents requried? yes or no** |  |
| **If no, is each print page to be started on a new braille page and numbered from “1”? yes or no** |  |
| **2. Large Print****NOTE: Notes will be produced double sided. Original print pages will be indicated. White paper will be used unless otherwise requested.** |  |
| **Font size (Please nominate).****NOTE: Dafault font is 18 point Arial.** |  |
| **Collation** | **Normal spacing? yes or no** |  |
| **Specific spacing? Please provide precise details** |
| **Density (yes or no)** | **Normal density?**  |  |
| **Bold density?**  |  |
| **Finished product** | **Spiral bound?**  |  | **Loose-leaf?**  |  |
| **Staple?**  |  |
| **Is a Table of Contents required? yes or no** |  |
| **3. Other instructions** |  |
|  |
| **In the space below, please list the schedule of dates by which particular sections are required to help prevent delays. These dates will be reviewed by the Customer Service Representative.** |
| **Chapter / Section / Part / Text in the order required by the student.** **NOTE: Please make sure all required diagrams are listed** | **Date required (list below)** |
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**Checklist for consultants and students – Braille, Large Print, E-Text**

**Points to consider before submitting this request:**

* Is the student registered to receive alternative format materials? Have you completed the registration form?
* Have you checked with your campus librarian to see whether the item is available to your directly as an ILL to your institution?
* Is the format requested appropriate to the nature of the text?
* Are graphics required, or is it sufficient to cite them?
* Are the chapters/sections in body of text required in a particular order, which differs from the print material?
* Are bibliographies, references, indexes, footnotes, notes etc needed, or is the main body of text sufficient? Inclusion of each diagram will add significant time and cost to the production.
* Can a disk version of the material be provided as well as print? This may speed up the process.
* Is the print material of acceptable quality? (Poor quality photocopies are often not legible, or able to be scanned onto a computer file). Poor quality print material and handwritten material will not be accepted.
* Is the timeframe requested realistic?
* Print materials are returned with last instalment of transcription.
* Unclear information on this form will slow down the process and affect delivery dates.

The completed (and signed) form is to be forwarded to Vision Australia prior to commencement of any production services. **Please send form to:** Student Production Services, Vision Australia, 4 Mitchell Street, Enfield, NSW, 2136. Tel: (02) 9334 3526 or Fax: (02) 9334 3428.

**Eligible Students**

Completing this form means that the institution has specifically authorised production of alternative format materials for the student and has contracted Vision Australia to prepare the material in return for the payment of the appropriate fee published from time to time.

A student with a print disability is:

* A person without sight
* A person whose sight is severely impaired
* A person unable to hold or manipulate books or to focus or move his or her eyes; or
* A person with a perceptual disability

Students who have non-English language based or other learning disabilities are not eligible unless they fit within the criteria above.

**Privacy Policy**

Vision Australia adhered to the principles governing the access, use, disclosure, retention and disposal of private information, as stipulated in the “Privacy (Private Sector) Amendment Act 2000”. Vision Australia takes responsibility for ensuring that personal information is protected from misuse, loss, unauthorised access, modification or inappropriate disclosure.

We ask all DLOs and Institution representatives who collect information from students, to ensure that the individual is aware of the following details:

* His/her name and address will be disclosed to Vision Australia
* He/she can gain access to any personal information through contacting Vision Australia.
* Vision Australia collects this information for the purpose of providing specialist library services.

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