



Patrick Henry Community College
645 Patriot Avenue
Martinsville, VA 24112

disAbility Resources
Learning Resource Center #109D
276-656-0257 / 276-632-1034 (fax)
disabilityresources@patrickhenry.edu

How to Obtain Textbooks in Alternate Format

Read this information carefully before requesting your textbooks in alternate format.

If you use screen-reader or text-to-speech software to read your books, you will need to order your books in alternate format. Alternate format includes audio books, electronic format (e-books), or PDFs. It can take **up to 8 weeks to complete the process** as you may have to try more than one source to find your book(s). You are advised to begin as early as possible. The different types of alternate format and how to obtain them are described below. **Students are expected to search for these books using these resources.** If you are unable to obtain one of these formats, or if you think you need a copy of the PDF, you can request help from disAbility Resources

➤ **E- books/EPUBs – used with screen reader or text-to-speech software.**

Purchase or rent an e-book from the PHCC Bookstore or from another bookseller. To find out if your textbook is available as an e-book, check online at the [PHCC Bookstore](#) or in person. If your book does not come as an e-book, you may be able to purchase an access code to obtain an electronic format. The bookstore can tell you whether your book comes with an access code.

Note: It is usually less expensive to purchase a new book and an access code than it is to rent a book and purchase the access code separately.

Check VitalSource (built-in text-to-speech software). Some publishing companies are making their accessible textbooks available only through VitalSource, (purchase or rent e-books), which provides access using its own built-in text-to-speech software. These textbooks provide a copy of the print text with the option to also have it read out loud. You can access VitalSource through the Bookshelf app on your phone or tablet or on your laptop by going to www.vitalsource.com. For information on how to create an account refer to “VitalSource-How to Create an Account.”

➤ **PDFs - used with screen reader or text-to-speech software**

If there is no electronic format of the book, ask the disAbility Resources Counselor to obtain a .PDF from the publisher. The .PDF will work with either screen reader or text-to-speech software. To obtain a .PDF, you must first buy or rent the book and provide proof of purchase to disAbility Resources

➤ **Audio Only**

Obtain your books through Learning Ally (www.learningally.org) or Audible (www.audible.com) which provide audio recordings only (not accompanied by print). Students are responsible for creating their own accounts to access the books.

To use Learning Ally, you must download their software from the website. Learning Ally is a membership service; in exchange for an annual membership fee, you obtain your books for free. For information on how to create an account refer to “Learning Ally – How to Create an Account.”