

## Library Accessibility Services Student Responsibility Guidelines

Library Accessibility Services welcomes you to York University. In order for us to effectively provide you with Transcription Services, it's essential that you are aware of and abide by the following guidelines.

Let us know that you are enrolled at York as soon as possible and keep us up to date with *any* enrolment changes.

Email us at [lashelp@yorku.ca](mailto:lashelp@yorku.ca) to let us know you will need transcribed materials and include your name and student number. (Waiting until beginning of term may result in a delay in delivery of materials.) Also, be sure to email us if you have switched sections, added or dropped a course.

Provide us with a copy of your course syllabus as soon as you have it. We need the syllabus in order to start working on your transcription materials. Prioritize the readings so staff can expedite the requests in a timely way.

Be prepared to provide your own copy of the material as necessary. Any textbook that all students are required to buy and that are not owned by the Libraries must be provided by you. We will remove the spine, scan it and return it to you.

Become familiar with Papyrus, our transcription materials database. You will receive email notification when your PDF documents are available.

Abide by Copyright rules.

Digitized readings are provided for your express use *only*. You *do not* have permission to print or to make copies for the purpose of sharing or selling. You must delete the materials provided once the course is completed.

Take advantage of other support services on campus such as Counseling and Disability Services.

If you require training in the use of assistive technologies such as (Kurzweil 3000), staff in the TEL Lab, located in the Technology Enhanced Learning Building in room 1017, are there to help.

Library Accessibility Services is located in Room CS133 Scott Library. Your comments and feedback are welcome. Contact us at [lashelp@yorku.ca](mailto:lashelp@yorku.ca) or 416-650-8484