|  |
| --- |
| **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** |  |
| **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?**  |  |
| **Glossary?** |  | **Margin notes?** |  |
| **Boxed text?**  |  | **Case notes?** |  |
| **Footnotes/Endnotes?** |  | **Appendices?** |  |
| **Audio format (yes or no)** | **Cassette? yes or no?** |  | **CD? yes or no?** |  |
| **Further instructions** |  |
| **FOR INTERNAL USE ONLY: Date material received by Vision Australia** |  |
| **DUE DATES** |
| **Date required (NOTE: Please specify when you need to receive the final chapter / text and you will be sent work progressively. This date will be reviewed by the Customer Service Representative. “ASAP” or “urgent” are not acceptable.)** |  |
| **OR** |
| **If you wish to specify the schedule of dates by which particular sections are required to help prevent delays, please complete the following table. These dates will also be reviewed by the Customer Service Representative. “ASAP” or “urgent” are not acceptable.** |
| **In the space below, please list the Chapter / Section / Part / Text in the order required by the student** | **Date required (list below)** |
|  |  |
|  |  |
|  |  |
|  |  |

**Checklist for consultants – Audio**

**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? (Graphical material such as maths/chemistry/computing etc may not be suited to audio).
* Are graphics required, or is it sufficient to cite them?
* If tactual or large print diagrams are required to accompany the audio version, please complete the appropriate Request Form and send with print material.
* 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?
* Is the print material of acceptable quality? Poor quality print 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.

­