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## Maryland Accessible Textbook (MAT) Program Scanning Agreement

Prior to scanning any textbook required by an eligible student attending an institution of higher education in the State of Maryland, the Maryland Accessible Textbook (MAT) Program will research sources that offer accessible textbooks to eligible students. When these sources are unable to provide MAT the requested materials, MAT will request these materials from outside agencies. Only in those instances when the book publisher cannot provide the materials sought for the eligible student will MAT scan the materials and this scanning will be conducted in accordance with the following conditions.

- 1) MAT program staff will notify the student of all requested titles that could not be located by conducting a search of providers or through a publisher request.
- 2) MAT staff will offer to scan every unavailable textbook.
- 3) Scanning of each book will begin in a reasonable time after the student provides a new unmarked copy.
- 4) In order to scan the textbook efficiently, MAT staff must remove the binding so the student will have the book returned with all pages in numeric order but without a binding. We recognize that this renders the returned book unfit for resale.
- 5) The scanned material will be subject to the Optical Character Recognition (OCR) process, which converts printed text to digital text that can be read using text to speech as well as read visually using a computer monitor.
- 6) MAT staff will provide the book in an accessible electronic format desired by the student from a list of available electronic formats.
- 7) Though MAT staff reviews textbooks we provide students and seeks to limit errors that result from the OCR process, we do not guarantee that some errors will not remain in the provided copy.
- 8) MAT will do all we can to provide the final copy of the textbook to you in a reasonable amount of time after we receive the book from you.
- 9) MAT will offer technical support to assist you in accessing any material we provide, though we are not an information technology or access technology training program.

I, [signature] \_\_\_\_\_, understand all of the terms of the MAT scanning agreement and for all conditions about which I was unclear, I have sought and received an explanation from MAT staff.

[Student name & Phone Number, printed] \_\_\_\_\_

[Student Email Address] \_\_\_\_\_

[Date signed] \_\_\_\_\_

### \*\*\* MAT Program Staff

I have received this agreement:

MAT Program Staff: \_\_\_\_\_

Date: \_\_\_\_\_