# Alternate Access Plan

## Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC’s identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

## Instructions

1. Alter the bolded areas in brackets ([ ]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administratorwill either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The **[department executive administrator]** or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

## Section 1. Plan Creator Information

| Name: Dr. Jamie Posey | Title: Dean of Library Services | Unit: Library | Date: 01/02/2024 |
| --- | --- | --- | --- |
| Office Phone: 4235856894 | Office Location: Library | Postal |  |

## Section 2. Description of the Affected Informational Material and Technology Purchase

| Affected product is a: | Oxford University Press |
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| Product Name: | Oxford Reference |
| Product Description: | Oxford Reference is the premier online reference product, spanning 25 different subject areas, bringing together 2 million digitized entries across Oxford University Press’s Dictionaries, Companions and Encyclopedias. |
| Product Purpose: | Oxford Reference Library provides in-depth, specialized content from Oxford University Press for Walters State students in history classes to access research articles and reference materials to complete assignments. |

## Section 3. How will “Alternate Access” (AA) be provided?

| 1. **Description of the issue:**   Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines. | All Images in the “Content” page are provided with same alt text. This might confuse the user. Image links in the “About” page are not read properly by the screen reader. The audio file is present in the “Content” page, but a transcript is not provided for the audio file. |
| --- | --- |
| 1. **Persons or groups affected:**   List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.). | Walters State has two visually impaired students registered with the Office of Disability Services. |
| 1. **Responsible person(s):**   List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1. | Dr. Jamie Posey, Dean of Library Services  Crystal Johnson, Reference/Emerging Technologies Librarian  Audrey Shoemaker, Reference/Emerging Technologies Librarian |
| 1. **How will AA be provided:**   Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form. | Library staff will sit with any affected student and describe the images. |
| 1. **AA Resources Required:**   List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue. | None |
| 1. **Repair Information:**   Include the following information in this section:   1. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form. | Without compromising the integrity of the product for other students without disabilities, Oxford Reference should not add the alt text on the images. If they do provide the alt text, then the images should be described in a way that all students would understand the image description using the software. |
| 1. **Timeline for Unforeseen events:**   A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above. | The Dean of Library Services/library staff are already available to help any disabled student who might need the images described to them in lieu of providing the alt text. |

## Section 4. Administrative AAP Approvals

*By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.*

| Department Head **[or other responsible party]** | Dr. Jamie Posey | Date: 01/02/2024 |
| --- | --- | --- |
| Executive **[or other responsible executive]** |  | Date: |

## AAP attachment

**4. How will AA be provided: (continue from item 4 in section 3)**

1. Library staff will sit with any effected student and describe the images.
2. Disability Services provides work study students to assist affected students by reading text.
3. Disability Services will provide work study students to assist affected students using Read&Write software, which provides Text-to-Speech. Students can use Read&Write to read assignments and websites, including library databases.