

Alternative Format Library Agreement

Alternative Format Library | Statewide Vision Impairment Services
 25 Salisbury Street, Woolloongabba QLD 4102
 Phone: +61 7 3823 0766 | Email: 3140_AFL@eq.edu.au

To Principal

Student/s Name/s: _____

In order to comply with Department of Education legal requirements, this agreement must be signed annually prior to requesting a loan and/or production service of the Alternative Format Library.

The form will be kept in a secure location and will only be accessed by relevant Department of Education personnel, unless otherwise authorised or required by law.

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The Alternative Format Library (AFL) resource service is a state-wide loan collection of curriculum, recreational and educational materials in formats other than standard print.

The service is available for students who meet the criteria for a **person with a disability** as defined in Section 10 of the *Copyright Act 1968*: person with a disability means a person with a disability that causes the person difficulty in reading, viewing, hearing or comprehending copyright material in a particular form.

The Copyright Act contains two disability copying exceptions:

- use of copyright material by organisations assisting persons with a disability (s.113F of the *Copyright Act*); and
- fair dealing for the purpose of assisting persons with a disability (s.113E of the *Copyright Act*).

The Copyright Act requirements must be met to enable the students with a disability to access alternative format materials. The school making the request must ensure these requirements are met.

The Alternative Format Library is a library loan service. Materials and resources produced by the AFL remain the property of the library for loan to current and future students with a print disability.

The loan period of an item will vary depending on the resource requested. A printout of the loaned resource/s will be provided to the school indicating the timeframe of the loan period for each item.

Schools are responsible for ensuring resources on loan are used appropriately and returned in good condition to the AFL by the due date.

Loans can be extended provided the resource has not been requested or is not on backorder for another student. Schools can contact the AFL to discuss extensions on loan periods.

If a loan is lost or damaged an invoice for the replacement of the item will be issued to the school to cover the cost of replacing or reproducing the item.

- I have read and agree to the terms listed above.
- I confirm that the student/s listed above is a person with a disability and that the requirements of s.113E or s.113F of the *Copyright Act 1968* are met.

Name: _____ Position: _____
 Signature: _____ Date: _____
 School: _____