

# Media Request Form

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

## Cover Page

**Please complete all fields**

Student Name:	Year Level:
Disability: <input type="checkbox"/> VI Vision Impairment	<input type="checkbox"/> ID Intellectual Disability
<input type="checkbox"/> PI Physical Impairment	<input type="checkbox"/> Other (Please List) _____
Schooling Sector: <input type="checkbox"/> State School	<input type="checkbox"/> Catholic <input type="checkbox"/> Independent
School Name:	School Phone:
Address:	
School Contact:	Contact Email:
Advisory Visiting Teacher (AVT) Name:	AVT Email: AVT Phone:
<input type="checkbox"/> Curriculum Request	<input type="checkbox"/> Recreational Reading Request
<b>Date Requested:</b>	<b>Date Required:</b> (ASAP is not sufficient)
Office use:	

**Please only complete and submit the page/s required for the request**

**Privacy Notice:** The Department of Education (DoE) is collecting this information in accordance with the confidentiality provision in s.426 of the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*, in order to provide the loan of alternative format resources to students and schools. Some of this information may be given to authorised personnel to contribute to quality assurance processes within DoE. The information will be kept in a secure location and will only be accessed by relevant DoE personnel.

# Braille & Twin Vision

## Production and Loan Categories

- Textbook** (list book, provide chapter priorities, production requirements & editing information on pg 4)
- Novel or picture book** (list book and provide production requirements on pg. 4)
- Twin vision book** (picture book with braille label)
- Print / braille twin vision book** (this book is produced as braille on one page and print on facing page)
- Twin vision book with braille label for school use** (school provides picture book for this request)
- Environmental braille** (school to provide a word document of the list of words to be produced)
- PIAF diagrams** (school to provide a PDF/word document of diagram & additional editing instructions)
- The school / student owns a copy of the book OR the student contributes to a School Textbook Hire Scheme (this is a requirement for textbooks that are being reproduced into braille format)**

Book Title	Author	Publisher / Publishing date/ Edition	ISBN (required)

Some textbooks and novels are already produced in braille and may be available in the Alternative Format Library (AFL) collection.

If your request is already produced would an earlier edition be suitable?

- Yes     No

# Braille & Twin Vision cont.

## Chapter / Section / Page Number Priorities for Text Book

Indicating priorities in order is necessary to ensure production requests are completed by the required date. Failure to complete the table below may affect the completion date.

**Note:** Please ensure that all required diagrams are listed or indicated on a scanned copy of the text. Indicate if diagrams are to be placed in a separate book, this information can be included under the additional information section.

Chapter / Section / Page Number	Date Required	Additional Information

## Production Requirements

- Contracted braille
- Single sided braille
- Single spaced
- Bound
- Standard paper size
- Uncontracted braille
- Interpoint - double sided braille
- Double spaced
- Loose
- A4 paper size
- Half standard paper size

## Editing Information

This is important to ensure materials produced will meet student's / school's requirements

- Include Table of Contents  No  Yes
- Include Index  No  Yes
- Include Glossary  No  Yes
- Include Graphics / Diagrams  No  Yes - see instructions below or scanned edited text

## Additional Editing Instructions:

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# Large Print

## Production and Loan Categories

- Textbook** (list book, provide chapter priorities, production requirements & editing information on pg. 6)
- Novel or Picture Book** (list book and provide production requirements on pg. 6)
- The school / student owns a copy of the book OR the student contributes to a School Textbook Hire Scheme (this is a requirement for textbooks that are being reproduced into large print format)**

Book Title	Author	Publisher/ Publishing date/ Edition	ISBN (required)

Some textbooks and novels are already produced in large print and may be available in the AFL collection. If already produced would an earlier edition be suitable?

- Yes     No

# Large Print cont.

## Chapter / Section / Page Number Priorities for Text Book

Indicating priorities in order is necessary to ensure production requests are completed by the required date. Failure to complete the table below may affect the completion date.

**Note:** Please ensure that all required diagrams are listed or indicated on the original text, this information can also be included under the additional information section.

Chapter / Section / Page Number	Date Required	Additional Information

## Production Requirements

- N18                       N24                       N28                       Other \_\_\_\_\_
- Verdana                       Arial                       Century Gothic                       Tahoma
- Portrait layout                       Landscape layout
- White paper                       Buff paper                       Yellow paper                       Blue paper                       Other \_\_\_\_\_

## Editing Information

This is important to ensure materials produced will meet student's / school's requirements

- Include Table of Contents                       No    Yes
- Include Index                       No    Yes
- Include References                       No    Yes
- Include Glossary                       No    Yes
- Include Graphics / Diagrams                       No    Yes – see instructions below or scanned edited text

## Additional Editing Instructions:

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# PDF Files

PDF files of textbooks and novels are for use on laptops or iPads for large print users or with screen readers for braille users.

The AFL requests PDF files directly from the publisher.

Requests can take up to 12 weeks to receive.

A licence agreement, outlining the AFL and publishers' condition of use, will be sent to the school and will require a signature from the principal prior to the PDF files being sent.

All PDF files are supplied on a USB.

- The school / student owns a copy of the book OR the student contributes to a School Textbook Hire Scheme (this is a requirement from the publisher for PDF requests)

Book Title	Author	Publisher / Publishing date / edition	ISBN (must be included)

Please supply the PDF files/s on  USB  USB-C (for iPad use)

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# eText Files

eText files are locked word documents for use with a screen reader for braille users.

Complicated textbooks and parallel text plays are best presented in this format for screen readers.

Requests can take up to a term to produce.

A licence agreement, outlining the AFL and publishers' condition of use, will be sent to the school and will require a signature from the principal prior to the eText file being sent.

All PDF files are supplied on a USB.

- The school / student owns a copy of the book OR the student contributes to a School Textbook Hire Scheme (this is a requirement for textbooks that are being reproduced into eText format)

Book Title	Author	Publisher / Publishing date / edition	ISBN (must be included)

# Audio Books

The AFL has a small selection of audio books available for loan.

Most audio books are provided in a CD format or MP3 CD format.

A small selection is available as audio files on USB.

Contact AFL staff to discuss the available format of the audio book you require.

Book Title	Author

I require a Daisy Player if the audio book is in CD or MP3 CD format

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## Tactile Books & Tactile Kits

**A maximum of 3 Tactile Kits may be borrowed per request**

Book Title	Author

If any of your preferences are not available would an alternative be suitable?  
 Yes  No

# Educational Resources / Models

	Details / Requirements
Maths Resources / Models	
Science Resources / Models	
Geography Resources / Models	
Tactual Maps	
Tactile Diagram	
Games	
Other	

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## Professional Materials

Book Title	Author



# Music

## Braille Production Requirements

- Contracted braille
- Uncontracted braille
- Single spaced
- Double spaced
- Bound
- Loose
- Standard paper size
- A4 paper size

## Large Print Production Requirements

- N18
- N24
- N28
- Other \_\_\_\_\_
- Portrait layout
- Landscape layout
- White paper
- Buff paper
- Yellow paper
- Blue paper
- Other \_\_\_\_\_

Other specific requirements:

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## Textbook / Music Scores / Worksheets

Title	Composer/Author	Publisher/Edition Publishing date	Chapters / Bars / Pages / sections to be transcribed

**Please contact the AFL to discuss available Music Resources for loan for example:** theory support resources, BME2 - Braille Music Editor 2 Licences for schools, teacher professional resources / support, student games and tactile resources.