

Maryland Accessible Textbook (MAT) Program

Scanning Agreement

Before 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 with 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.

- MAT program staff will notify the student of all requested titles that cannot be located by searching for providers or through a publisher request.
- MAT staff will offer to scan every unavailable textbook.
- Scanning of each book will begin in a reasonable time after the student provides a new, unmarked copy.
- 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.
- 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.
- MAT staff will provide the book in an accessible electronic format desired by the student from a list of available electronic formats.
- Although MAT staff review the textbooks and seek to limit errors resulting from the OCR process, some errors may remain.
- 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.
- 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, _____, 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 Signature: _____

Phone Number: _____

Student Email Address: _____

Date signed: _____