

# **Alternative Formats: guide for students**

## Student (Self-Support)

### **To find items on a reading list:**

* Check the reading list for the module by entering the module title or module code on the [readinglists@kent system](http://resourcelists.kent.ac.uk/index.html) or use the reading list link on the module page on [Moodle](http://moodle.kent.ac.uk/). Every reading list will give you an up to date view of all readings with links to electronic resources where available.
* Check the module page on [Moodle](http://moodle.kent.ac.uk/) to see if an item has already been scanned and added to the course documentation.
* Go to [RNIB Bookshare](https://www.rnibbookshare.org/cms/). This is a platform where we have requested accessible textbooks for you that will be stored on this platform and that you can access using the instructions below. Remember to keep looking at your RNIB Bookshare account as new titles are being added all the time. By accessing this account you agree that these resources are only to be used for your own educational, non-commercial purposes and you will not share them with anyone else:

### Instructions for using RNIB Bookshare :

* Go to [RNIB Bookshare](https://www.rnibbookshare.org/cms/)
* Login with your University of Kent username e.g dd55@kent.ac.uk
* Your password is: Student1010 (if you want to change your password please let us know).
* Search for the title/ISBN of the book you require within RNIB Bookshare and follow the instructions to access it.
* If you would like help accessing RNIB Bookshare please [contact us.](https://www.kent.ac.uk/studentsupport/accessibility/accessibility-feedback.html)
* For some of your materials we may have gone directly to publishers for files. These files will be emailed to you when we receive them or we may ask you to pop in so that we can pass them to you securely on a USB drive (where the files are too large to email). If anything is really urgent, please let us know as soon as possible so we can prioritise these items.
* Search the Internet (e.g. [Google](https://www.google.co.uk/), [Google Scholar](https://scholar.google.co.uk/), [Google Books](https://books.google.co.uk/)) to see if the resource is available.
* When you find the resource you need online, remember you can convert it to a more accessible format using [Sensus Access.](https://www.kent.ac.uk/library/accessibility/sensus.html)

### To find specific items (non-reading list research):

* Check [LibrarySearch.](https://librarysearch.kent.ac.uk/client/en_GB/kent/)
	+ Enter the title of the book or the search terms e.g. ‘social work’ (leaving the default filter options as **Everything**).
	+ This will present a list of all electronic and physical resources, e.g. journals, books, web pages etc.
	+ To filter results to only those available electronically, select **Full Text from** the right hand menu under the **Limit by** heading.
	+ To refine the list by resource type you can select e.g. **journals** or **books** on the right hand menu under the **Source Type** heading.
* When you find the resource you need online, remember you can convert it to a more accessible format using [Sensus Access.](https://www.kent.ac.uk/library/accessibility/sensus.html)

### **If you cannot get access to the resource through the above steps, try the following:**

* Request it as an electronic resource through the [document delivery service](https://www.kent.ac.uk/library/support/forms/document-delivery/):
	+ Guidance on accessing the digital document delivery file can be found on the [document delivery web pages (Digital Delivery)](http://www.kent.ac.uk/library/templeman/services/documentdelivery/index.html)
* Check [LibrarySearch](https://www.kent.ac.uk/library/) to see if it is available as a print copy and create an electronic copy by scanning it using the processes outlined below.
* When you find the resource you need online, remember you can convert it to a more accessible format using [Sensus Access.](https://www.kent.ac.uk/library/accessibility/sensus.html)

### More help

* If you would like help producing accessible formats please [contact us.](https://www.kent.ac.uk/studentsupport/accessibility/accessibility-feedback.html)
* More information about finding, creating and accessing resources is available on our web pages:
	+ [Accessibility](http://www.kent.ac.uk/accessibility) at Kent.
	+ [Alternative formats](https://www.kent.ac.uk/formats).
	+ [Productivity tools](http://www.kent.ac.uk/tools).