

Alternative Media Center (AMC) Process and Responsibilities

Student responsibilities:

- Go to your Cal Poly Portal to request alternative media services. (See www.altmedia.calpoly.edu for instructions.)
- From the portal, request alt media services by checking the classes in which the converted materials are needed.
- Each request will automatically send an email to the Professor for a syllabus and material list.
- As soon as the AMC receives a response from the Professor, you will be copied.
- AMC will process and work on completed requests in the order received.

A completed request will have the following information:

- class
- professor
- book title
- author
- edition
- chapter readings
- reading due dates
- exam dates

AMC responsibilities:

Once AMC gets the syllabus with a book list from you or your professor, AMC will:

- Check our own digital library for work completed and stored.
- Check with CAM (Cal State University shared database) for availability.
- Order electronic version from the publisher.
- Ask your professor for a copy of assigned material.
- Ask you to bring in your copy of material for conversion.

Expected time line for the return of student material/book:

- AMC converts materials in the order received and in the priority indicated by you.
- Returning your material/book is a priority with the AMC staff; all requests will be processed as quickly as possible.
- If AMC receives requests the first week of classes, do not expect to have material converted and ready for pick up until the 3rd week of the quarter .
- When the material has been scanned/converted, AMC will email you with instructions to pick up your material/book in the AMC office (Bldg 124 ,room 129) during office hours. Office hours are Mon-Fri 8:00 to 4:30

Be aware that it takes one to two hours to scan a textbook, and we are able to scan six to eight books per day.

More specific information can be found on the web at:
www.altmedia.calpoly.edu **AMC Staff and your Access Specialist are available to answer any additional questions.**