

Kingston University Accessible Copies of Resources Procedure

1. Who can use the Accessible Copies service?

The Accessible Copies of Resources service is available for those covered by Section 31F of [Copyright, Designs and Patents Act 1988](#) and/or those who fall under the protected characteristic of “Disability” as detailed in the [Equality Act \(2010\)](#):

(2) “Disabled person” means a person who has a physical or mental impairment which prevents the person from enjoying a copyright work to the same degree as a person who does not have that impairment, and “disability” is to be construed accordingly.

(3) But a person is not to be regarded as disabled by reason only of an impairment of visual function which can be improved, by the use of corrective lenses, to a level that is normally acceptable for reading without a special level or kind of light.

This includes:

- those covered by the definition of “print disabled” (from the [Reading Rights Coalition](#)):

“A person who cannot effectively read print because of a visual, physical, perceptual, developmental, cognitive, or learning disability.”

- those who require print rather than electronic copies.

2. What is an accessible copy?

“Accessible copy” is defined by Section 31F of the [Copyright, Designs and Patents Act 1988](#):

(4) An “accessible copy” of a copyright work means a version of the work which enables the fuller enjoyment of the work by disabled persons.

(5) An accessible copy—

(a) may include facilities for navigating around the version of the work, but

(b) must not include any changes to the work which are not necessary to overcome the problems suffered by the disabled persons for whom the accessible copy is intended.

“Accessible copy” may refer to an eBook, a PDF file, a print book, or other media type as determined by availability and by the requirements of the user for whom it is being provided.

3. What can be provided?

The University can provide accessible copies to those eligible to use this service (see **1. Who can use the Accessible Copies service**) within the following limits:

For taught students

We will aim to provide accessible copies of any items from the Core Reading list for modules on which you are enrolled (see **7. Service Standards**). Other items may be provided, if required for your studies, upon discussion with Library and Learning Services (LLS) staff.

For research students

We can provide accessible copies of any item held in stock by the library. Other items may be provided, if required for your research, upon discussion with LLS staff, your supervisor, and the Disability and Mental Health Service Manager (or delegate).

For all students, we can also make accessible copies of any physical books that a student owns and provides to us. This can be either a digital scan or Optical Character Recognition (OCR) format of the text. The timescales for this being completed will depend on the format of the text and the number of pages required.

4. Accessible Copies and Inter-Library Loans

Where users require only an accessible copy article or a single chapter from a book, we may be able to provide it by Inter-Library Loan (ILL). ILL is available to all staff and students. For more information, please see [Interlibrary loans \(sharepoint.com\)](https://sharepoint.com).

We recommend researchers “sample” single chapters of books they are interested in through ILL before requesting an accessible copy of the whole book, as this will help us to best manage resources and ensure that service demand is met in a timely manner.

5. How to use the Accessible Copies service

Please visit the university's accessible resources page on My Kingston ([Accessible resources \(sharepoint.com\)](#)) for information on how to use the Accessible Copies service or email altformats@kingston.ac.uk should you have any further questions.

6. RNIB Bookshare

Kingston University also has access to RNIB Bookshare – a resource provided by the Royal National Institute of the Blind for ensuring that individuals in education who have a print-based difficulty can access texts. This is free to access for up to 100 books in a rolling month period.

RNIB Bookshare can be accessed by students who have a diagnosis of one or more of the following:

- Blind or Visual Impairment
- Learning Difference affecting the processing of written material
- Physical condition affecting the processing of written information or holding of physical print texts

Texts can be provided in a range of formats including large print, audio and braille through a range of mediums such as MS Word and PDF.

Access to RNIB Bookshare is provided by the Disability and Mental Health Service. Should you feel that you would benefit from access then please contact the Disability and Mental Health Service directly at disability@kingston.ac.uk

7. Terms of use

By making use of the Accessible Copies service, users agree not to transfer to any third party any accessible copies provided, other than to those acting on their behalf (such as support workers).

8. Service Standards

When a requested item is in stock, the university will aim to provide an accessible copy within ten working days of receiving a request.

When an item needs to be purchased, the university cannot provide a specific timescale but will make the best effort to provide an accessible copy as quickly as possible.

Kingston University cannot guarantee that we will be able to satisfy all requests for specific items or formats, due to potential availability issues beyond our control.

9. Data Protection

Kingston University Library and Learning Services (LLS) acts as the data controller for any information you provide to us as part of this process. This information is collected for security purposes and to enable us to better assist our accessible copy requestors. This data will be held securely by LLS staff solely for these purposes. The data will not be transferred outside of the UK or made available to third parties.

We will keep this information for a period of seven years, after which it will be destroyed. If you wish to view or correct the data we hold, or have any questions regarding your personal data, please email altformat@kingston.ac.uk.

10. Staff Queries

This procedure is designed to support students; however members of staff can also request accessible copies - please contact [Your subject librarians](#) or altformat@kingston.ac.uk to discuss your requirements.