



Accessibility of Materials procedure

Section 1 - Preamble

(1) This Procedure is effective from 1 January 2021.

Section 2 - Purpose

(2) To establish procedures that highlight the importance of making materials delivered in electronic format, including teaching and learning materials or promotional materials accessible to the diverse cohorts of students.

Section 3 - Scope

(3) This Procedure applies across the University.

Section 4 - Policy

(4) This Procedure is pursuant to the [Diversity, Equity and Inclusion policy](#).

Section 5 - Procedure

(5) Staff members who develop materials to be delivered in electronic format, including teaching and learning materials or promotional materials, are responsible for making every reasonable effort to ensure that the materials meet good practice guidelines and this includes adhering to [Digital Accessibility Guidelines](#).

(6) Students and staff members who, as a result of a disability, require printed course materials to be converted to an accessible format must register with the [Disability Resource Centre \(DRC\)](#). The DRC will forward Print Disability Service Requests to Learning Futures and the Library.

(7) Learning Futures staff members should contact the relevant Unit Chairs for information on the course materials required for conversion to a different format. They should then forward the materials to the Library for conversion to the requested format.

(8) Library staff members will arrange for conversion of materials to the requested format and will forward materials that have been converted to accessible formats to students or staff members.

(9) The DRC will advise the Division of Student Administration (DSA) of the alternative formats or arrangements required for examinations. DSA will then arrange for conversion to the required formats.

Section 6 - Definitions

(10) There are no definitions arising under this Procedure.

Status and Details

Status	Current
Effective Date	1st January 2021
Review Date	1st February 2021
Approval Authority	Council Secretary
Approval Date	18th December 2020
Expiry Date	To Be Advised
Responsible Executive	Liz Johnson Senior Deputy Vice-Chancellor Academic +61 3 92468303
Implementation Officer	Hero Macdonald University Librarian 0392446200
Enquiries Contact	Office of the University Librarian +61 3 52278221