

DIRECTIVE TITLE	Alternate Formats
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APPROVAL BODY	College Executive Team
REPLACES (IF APPLICABLE)	NA
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NEXT REVIEW DATE	2027
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Director, Learning Services
SUPPORTING DOCUMENTS	E-1.4 Copyright

ALTERNATE FORMATS

RATIONALE

This directive outlines how Section 32 (Alternate Formats) of the Copyright Act is applied at the College.

The Canadian Copyright Act [Section 32\(1\)](#) permits alternate format copies of literary, dramatic, artistic and musical works to be made for individuals with perceptual disabilities.

DIRECTIVE APPLICATION, SCOPE, AND LIMITS

Alternate format copies can be made for individuals with perceptual disabilities who cannot use conventional print due to visual impairments (including blindness), learning disabilities, physical limitations, neurological impairments and multiple disabilities.

GUIDELINES

The alternate format copies may be made either by the individual with the perceptual disability, or by someone acting at the request of the individual. The Centre for Accessible Learning (CAL) acts on behalf of students to secure copies in alternate formats. A copy in an alternate format of an entire work, article or book can be made under Section 32.

If a commercially available option in an alternate format is available, a copy should not be produced.

CAL reproduces in-house some materials required by students with a perceptual disability. CAL also works in partnership with the Centre for Accessible Post-secondary Education Resources BC (CAPER-BC). CAPER-BC provides accessible learning and teaching materials to students and instructors who cannot

use conventional print because of a perceptual disability. CAPER-BC provides s alternate formats for all print material including textbooks, course packs, journal articles, online sources, tests & syllabi and library material in multiple formats including Daisy, MP3, PDF, Kurzweil and ePub.

Section 32 excludes films and videos (cinematographic works). Permission of the copyright holder is required to provide an alternate format of films and video. The Centre for Accessible Learning works with the Copyright Advisor to secure permissions when needed, or with Library to find a resource.

Instructors are encouraged to connect with the Centre for Excellence in Teaching and Learning (CETL) or the Library for support in developing course materials that adhere to principles of universal design and are accessible to all students

LINKS TO RELATED CAMOSUN DOCUMENTS AND GUIDES

For more information see the [Copyright Guide](#).