

Approved: 25th November 2016
Revision 1 approved 10th March 2017

Revision 2 approved
Revision 3 approved by Trinity Academic Council 13th May 2020

1. Introduction

- 1.1 RIAM is committed to equal opportunities and this includes making all information as accessible as possible.
- 1.2 Generally speaking, anything for mass distribution amongst students, staff or the wider community should be available in alternative formats on request. This highlights a positive attitude towards people with disabilities and goes some way towards anticipating 'reasonable accommodations' that may need to be made.

2. Alternative Formats Statement

- 2.1 RIAM is committed to equality in information provision, hence the following statement should be included in any new publication that is produced for students, staff or the wider community:

'This material can be provided in alternative formats such as large print, Braille, and on USB upon request to your Faculty Head'
- 2.2 The NCBI (National Council for the Blind of Ireland) recommends that this be stated in a prominent position, at the front of the publication, preferably in 14-point type size. The inside front cover is recommended.

3. Range of publications

3.1 Large Publications:

Large publications include:

- Students' Handbook
- RIAM Prospectuses
- Academic Regulations

The alternative formats statement should be included for these publications, owing to the nature of the information and the length of the publication.

Alternative format requests should be assessed when budgeting for large publications, as these may take longer to produce. Transcription services usually charge on an hourly rate basis.

It may be advisable to divide large publications into manageable sections when producing in an alternative format; however, providing an individual with information spread over a large number of media may be impractical and extremely costly, therefore condensing information into a manageable size is important.

A visually impaired student may request audio description and this may be preferred on CD or through other means of recording.

3.2 Leaflets and Small Publications

Leaflets and Small Publications include:

- Profile
- Guide to student healthcare provision
- The RIAM Guides.

Despite the small size of these publications, it remains important to plan for alternative formats.

3.3 Flyers and Posters:

If a request is received to produce in an alternative format, this should be done wherever possible. If it is more reasonable to talk through the flyer or poster with the individual, this is acceptable.

Issues which may be easily resolved such as the type of paper used (minimal reflection), colour contrast (this must be high) and typeface (sans serif fonts such as Arial are recommended) should be accommodated.

4. Formats offered by RIAM

4.1 Key guide for formats offered:

- *** Available from the onset
- ** Available from the onset for large quantities (10,000 copies)
- * Request quote in preparation.

4.2 USB flash drive ***

The individual is able to use the format in conjunction with access software such as a screen reader or magnifier. Not everyone will have immediate access to a PC so other options should always be offered.

4.3 Internet/Email ***

This enables the publication to be available to a wide audience and, as above, enables users to read the document in conjunction with access software. Documents provided in Portable Document Format (PDF) are readable by blind people using access technology with the help of Access Adobe available at [Access Adobe](#) . Access Adobe translates PDF into HTML or into a text email, making it readable by someone unable to access PDF in the usual way.

4.4 Large Print **

4.4.1 There is no standard definition of large print, as no one print size will suit everyone. Most blind and partially sighted people prefer their large print between 16 and 22 point, but SESS guidelines indicate that the person requesting the alternative format should be asked which font size they prefer.

4.4.2 Large print documents should be as close as possible in format to the standard print version. RIAM will endeavour to make any alternative format, produced in-house, of equal quality to the published version of the publication.

4.5 Audio Tape **

Audio tapes may be requested. As digital technology improves, however, information on CD, mini-disk or MP3 may be broken down to manageable chunks, making sections easier to find and update.

4.6 Braille *

A Braille page is different in size to a print page and holds less information. Braille is also heavier in print and uses thicker paper. For large documents such as RIAM Prospectuses, the sheer size of a Braille document may not be a viable option for the individual. In these cases, possible solutions will be discussed with the individual, e.g. if any other format, such as computer disk, would be acceptable. Alternatively, consideration may be given to producing individual sections (if all relevant information is included therein) or a brief description of the document along with contact details for further information.

5. Procedures for Planning Alternative Formats

- 5.1 Many of the formats highlighted above have no cost implications at all; it may simply be a case of careful formatting and providing a document in manageable chunks.
- 5.2 Where there are cost implications, such as a request for an audio tape, approval will depend on the size of the publication.
- 5.3 For large publications it may not be practical or cost effective to provide an alternative format and requests will be discussed with the requestee to arrive at a solution.
- 5.4 The initial transcription is often the main expense, after which any further requests are seen as 'copies'.
- 5.5 Similar to print publications, other formats such as audio tape or disk will need planning. RIAM will ensure anticipatory measures are in place such as:
 - 5.5.1 Is the request being responded to within a reasonable timescale?
 - 5.5.2 Are any covering letters, attachments or add-ons also provided in the preferred format?
 - 5.5.3 Is the alternative format of equal quality to the original document?

6. Contact

- 6.1 Please contact the Head of the Administrative Office (Registry), Frances Hogan, franceshogan@riam.ie (01-6325312) who is responsible for overseeing these guidelines in relation to all RIAM publications.

7. Review

- 7.1 This policy will be reviewed on a three year cycle, or as required to take into account changes in the law and the experience of the policy in practice.

8. Document Control

Approved 25th November 2016.

Revision 1 approved 10th March 2017.

Revision 2 approved.

Revision 3 approved by Trinity Academic Council 13th May 2020.

Next review: Academic year 2020/21.