

HOW TO REQUEST LARGE PRINT COPIES

Submit requests for course-related materials in alternate format to Disability Support Service, 202 Holton Hall, 2-6441.

LIBRARY-OWNED MATERIAL

Large print photocopy service is available at no charge to students with vision impairments who are registered with Disability Support Services. The staff at the Hale Library Circulation Desk, Hale Library, 2nd floor, will photocopy pages from material owned by the K-State Libraries. Copies are usually available for pickup the day requested. All requests are processed in accordance with Copyright Law.

1. Take the library material to the Hale Circulation Desk
2. Fill out a request form
3. Photocopies are printed on legal size (8 ½"X14") or tabloid size (11"x17") paper.

LARGE PRINT HANDOUTS

Library handouts are available in electronic format and large print upon request. If you require library information in an alternative format, contact the [Hale Library Help Desk](#), 785-532-7421 or e-mail genref@ksu.edu.

LARGE PRINT COPIES OF DATABASE SEARCH RESULTS

Students registered with Disability Support Service may request large print copies of search results at the iT Help Desk, 214 Hale Library. Large print copies are available at the same cost as standard size copies. K-State students are allowed \$10.00 each semester, plus \$5.00 in the summer, for free laser printing.

1. Send search results to printer
2. Ask iT Help Desk to print a large print copy
3. Log-on to the printer in the Media Development Center using your eID and password.
4. Search results are printed on legal size (8 ½"X14") or tabloid size (11"x17") paper.

