



Books for All Scotland Database Contributor's Guide August 2011

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What is the Books for All Scotland Database?

The Database gives access to books and other learning resources in alternative, accessible formats, for pupils in Scotland who have 'print disabilities'. There are a range of different formats to meet the needs of different pupils. The Database provides access to accessible versions of copyright books, i.e. books or other printed materials that have an ISBN or ISSN number. At the present time it is not for sharing original resources created by teachers or staff.

Will the same alternative format suit every disabled pupil?

The short answer is no (and so is the long answer). Disabled pupils may experience difficulties with:

- reading text;
- seeing text;
- understanding text;
- holding a book or turning pages;
- writing or otherwise recording their work.

A variety of alternative formats exist that can address each of these. It isn't possible to decide which format the text of curriculum materials should be in solely on the basis of a pupil's impairment. For example, someone with a visual impairment may benefit from an audio version of text; so too might a pupil with dyslexia. The same pupil may prefer text to be in Braille if the task or activity is different. A pupil with dyslexia may prefer text to be coloured black set against a pale blue background to reduce glare. But that pupil may prefer to listen to text spoken out while also highlighted for longer passages.

The range of formats is therefore potentially extensive and may include:

- printed formats (text, tactile and symbolised);
- audio formats (tape, CD, digital files);
- digital computer formats (such as PDF, Daisy, HTML);

Guidance issued by Scottish Government to local authorities and other responsible bodies recommends that:

"They should look in turn at the needs of pupils with: communication difficulties, specific learning difficulties (e.g. dyslexia and developmental co-ordination disorders, including dyspraxia), other learning difficulties, specific language impairment, autistic spectrum disorders, hearing impairments, visual impairments and physical disabilities/motor impairments." and that "Information may need to be provided in alternative forms...."¹

¹ Scottish Executive (2002) Planning to Improve Access to Education for Pupils with Disabilities; Guidance On Preparing Accessibility Strategies. ISBN 7559 10230
<http://www.scotland.gov.uk/library5/education/gpas-00.asp>

Copyright and the CLA Print Disability licence

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Accessible Copies are shared via the Books for All Database under the terms and conditions of the Copyright Licensing Agency Print Disability licence. Before you offer to share any Accessible Copies that you have made, you or your employer or organisation must hold a CLA Print Disability licence. If you do not hold a licence you cannot share resources via the Database. You should also carefully read both the licence itself, and also the *Guidelines for Licensees* available from CLA².

Check that the book is not 'excluded'

The CLA Print Disability licence permits you to make 'Accessible Copies' of most printed works, but there are some 'Excluded Categories' and 'Excluded Works' that cannot be adapted. Before you create an Accessible Copy of a book, you must check that it is not excluded by referring to the CLA's web site at:

http://www.cla.co.uk/licenceinformation_listofexcludedcategoriesandexcludedworks.php.

Check that an accessible copy does not already exist

The Print Disability licence does not allow you to create an Accessible Copy of a book if one already exists commercially. If a commercial Accessible Copy does exist, you should buy it. In most cases it will be quicker and easier for you to buy the commercial copy than to create your own.

Make an accessible copy of a printed work

The Print Disability licence allows you to make Accessible Copies of printed works. You cannot make an Accessible Copy from, for example, an audio book, or an eBook. The CLA licence does not apply if you make an accessible copy from a digital file provided by the publisher. The publisher will state what you can and can't do with any digital copies they give you.

Make an accessible copy 'in any format'

You can make Accessible Copies in any format that renders them accessible to a person with a visual impairment or disability. This includes, but is not limited to:

- Braille; Digital Braille masters for embossing by the recipient; Moon;
- Audio (on tape, CD, or in a digital format such as MP3 or Daisy)
- Large Print or Adapted Print
- Digital copies.

² http://www.cla.co.uk/licences/licences_available/visual_impaired/

Ensure rightsholder's details are correct

When you make an Accessible Copy, you must include the copyright details:

- the name of the author(s);
- the publisher;
- the ISBN;

as they appear on the original book from which you made the copy.

Insert a copyright statement

To share materials via the Database you must also include the following copyright statement:

IMPORTANT

This is an accessible copy of a printed book. All rights to this accessible copy are retained by the rightsholders of the original printed book.

This accessible copy is made under the terms of the Copyright Licensing Agency Print Disability Licence (www.cla.co.uk). It is for the personal use of an Authorised Person (a person who is visually impaired or otherwise disabled and by reason of such visual impairment or disability is unable to read or access the original printed book).

An Authorised Person is regarded as visually impaired in accordance with s.31F (9) of the Copyright, Designs and Patents Act 1988, or, as appropriate, as a disabled person in accordance with s.1 of the Disability Discrimination Act 1995.

Except as permitted by law, this copy may not be further copied, nor may it be supplied to another pupil, without permission.

Notification

The Print Disability licence requires you to notify the publisher when you make an Accessible Copy so that they rightsholders and other potential users of the copy can be made aware that the copy exists. Annually, we will send a list of any Accessible Copies that you contribute to the Books for All Database so that you will not need to report yourself.

Formats available through the Database

You can share the following formats through the database:

- Braille (e.g. BRF, DXB etc)
- Large Print or Adapted Print in PDF
- eTexts in PDF, LIT (Microsoft Reader eBook), CLX (Clicker 5) or Daisy
- audio copies in MP3 or Daisy

The Database does not currently have books in Word (DOC) or other easily editable formats such as RTF, TXT or HTML.

Although these formats can be very accessible for many pupils and can also be used as 'Intermediate Files' for conversion into other accessible formats, at the present time we advise that:

- file sizes of books in Word format with images are often very large which causes problems when downloading (they can be 10 times the size of the PDF version);
- quality, accuracy and legality of resources that exist is variable;
- it is too easy to inadvertently alter the content of the book, which is not acceptable under the Print Disability licence.

In time we hope that the database will have a mechanism for contributors to share intermediate copies of books in DOC, RTF or txt formats so that a producer can for example get the Intermediate Copy that was used by one service to create a 24 point large print copy, and use it to create an 18 point version.

This facility does not exist as yet, and so for the time being, we suggest that producers who wish to do this should contact the supplier of the accessible copy, since they are listed on the database, and request an intermediate copy.

In the medium term, we hope that:

- a mechanism for sharing intermediate copies will be created with restricted access only for producers of accessible copies;
- standards for Intermediate Copies will be specified to which producers should adhere.

Production of Accessible Copies for the Books for All Database

It is not possible or appropriate to offer a complete guide to the production of Accessible Copies in this document; instead some overall principles and guidelines are given here with links to other resources. Bear in mind that we are thinking of printed works (with an ISBN or ISSN). The tables give examples of how you should name your files for uploading to the database.

Braille

Braille files may be in any Braille text format, such as BRF or DXB. Follow good practice standards and conventions as given with your Braille translation software and RNIB.

Books for All record conventions	
Filename	Title of book (e.g. Storm Castle.BRF)
Format	Braille
File format	BRF, DXB etc
Details	Grade 1, Grade 2 etc

Large Print

Large Print copies should be print-ready in PDF. A suitable level of file compression should be used to ensure that the file sizes are practical. The books should be created following RNIB's See it Right guidelines³. RNIB recommend 14 point font and many pupils who require large print will need 18 point or 24 point or larger. Highly stylised typefaces should be avoided, but most standard fonts are acceptable. It is helpful to use line spacing of 1.5 to 2 and left-aligned, non-justified text is also recommended. A high contrast between text and paper is desirable – black on white, or black on yellow – on matt or uncoated (non-glossy) paper. A simple layout with all text and navigational aids such as headings aligned to the left aids access. The use or otherwise of illustrations also varies – in some cases illustrations are removed and replaced by text.

Books for All record conventions	
Filename	<Title of book>LP e.g. Storm Castle LP24.pdf
Format	Large print
File format	PDF only
Details	Point size e.g. 24 point (Optional: font and book size e.g. Tahoma 18 pt A5)

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http://www.rnib.org.uk/xpedio/groups/public/documents/PublicWebsite/public_seeitright_hcsp

Adapted Print

Adapted print books are designed for pupils with visual perceptual difficulties. They may have similar characteristics to Large Print books and often have larger than usual print sizes, but are not necessarily "large print".

Many researchers and organisations recommend the use of san-serif fonts^{4 5} because the serif can alter the appearance of the basic letter shape and therefore make the letter more difficult to recognise and read. The size of the font is important and generally a minimum of 12 point is recommended. The length of the ascenders and descenders is another significant factor – when these are longer the word shape is more defined and easier to recognise. Some teachers and pupils prefer fonts that are similar to handwriting, such as Sassoon or Comic Sans, although others find these fonts over-bold or 'childish'.

There are fonts designed specifically for pupils with dyslexia, such as Read Regular⁶ and Lexia Readable⁷ which in addition to the features noted above, also have letter shapes designed to minimise letter reversals (e.g. confusion between 'b' and 'd') and combinations (e.g. misreading 'rn' and 'm'). Read Regular and Sassoon must be purchased; Lexia is free for individual use while publishers are charged a small fee.

Of the free, readily available fonts, the following are recommended:

- Arial (PC) and Helvetica (Mac)
- Tahoma
- Verdana.

Left-aligned, non-justified text, with a line spacing of 1.5 or 2 lines; avoiding large paragraphs or blocks of text, and the use of non-bleached white paper (such as pale yellow, beige or blue) are recommended. Diagrams and illustrations are useful (provided they are not overly 'busy') to aid comprehension and break up the text.

Books for All record conventions	
Filename	<Title of book> e.g. Storm Castle comic 12.pdf
Format	Adapted print
File format	PDF only
Details	Font and size e.g. Comic Sans 12 pt

⁴ Dyslexia Style Guide, BDA, <http://www.bdadyslexia.org.uk/extra352.html>

⁵ Typefaces for Dyslexics, <http://www.dyslexic.com/fonts>

⁶ Read Regular font, <http://www.readregular.com>

⁷ Lexia Readable, <http://www.k-type.com>

Audio

Recorded or computer-generated synthetic audio copies of books can be shared through the database. It is illegal to create an audio copy of a book if a suitably accessible audio book already exists, so before you make an audio book of a novel, for example, you should check that a commercial audio book is not already published. You should also check that an accessible audio book is not already available from one of the voluntary providers such as RNIB or Calibre.

Audio copies can be created by making a voice recording, or by converting an electronic document to audio by using synthetic speech.

There are many techniques for making a voice recording and a good tool for the task is Audacity, which is a free program available from <http://audacity.sourceforge.net/>.

There are also many tools to convert electronic text to audio, such as:

WordTalk 4	The latest version of WordTalk, Rod Macaulay's free text reader, can convert text into WAV and MP3 audio. Heather, the Scottish voice can be used to create the audio copy. Free from www.wordtalk.org.uk
Read and Write Gold	TextHelp's tool for supporting reading and writing can convert text to MP3, WMA or WAV files using high quality English voices. Single user £320; Primary site £1,150; secondary £1,995. http://www.texthelp.com/
ClaroRead Plus, from £159	Supports reading and writing; can convert text to audio or video using high quality English voices. £159 single user; site licences available. http://www.clarosoftware.com/

Before you create and share audio files made with an electronic voice, check that the software licence allows you to do so. 'Heather' the Scottish voice is licensed for use by Scottish schools and so audio files made from WordTalk, with Heather, can be shared via the Database: this may or may not be the case for the commercial products like Read and Write Gold or ClaroRead.

Books for All record conventions	
Filename	<Title of book> <voice> e.g. Storm Castle HV.mp3; Storm Castle SV heather.mp3
Format	Audio
File format	MP3
Details	Human or synthetic, plus the voice e.g. Human voice (HV), synthetic voice (Heather)

Digital

The following digital formats can be shared through the Database:

Format	Notes
PDF	<p>PDF eTexts designed for access on screen should:</p> <ul style="list-style-type: none"> • have 100% optical character recognition; • have structure (bookmarks); • be reflowable (if possible – some PDFs with complex layout, for example, do not reflow well and it is not possible to adapt them so that they can); • be accessible using text-to-speech tools such as PDFaloud or Adobe Reader's built-in Read OutLoud tool; • have been checked using Acrobat's Accessibility Check; • have Extended User Rights for Adobe Reader, so that pupils can use digital study tools. <p>For more on making accessible PDFs refer to TechDis Accessibility Essentials 4 at http://www.techdis.ac.uk/index.php?p=3_20.</p>
LIT	<p>.LIT files are eBooks that can be read using Microsoft Reader on a PC. We use LIT files because Microsoft Reader is free and because the Windows version has built-it text-to-speech tools. Microsoft Reader and the free text-to-speech package can be downloaded from http://www.microsoft.com/Reader/.</p> <p>LIT files can be created direct from Microsoft Word by downloading and installing the free Read in Microsoft Reader plug-in, from http://www.microsoft.com/reader/developers/downloads/rmr.aspx</p> <p>LIT eTexts <u>must</u>:</p> <ul style="list-style-type: none"> • have a table of contents • be accessible using text-to-speech (i.e. must not be copy-protected).
CLX	<p>CLX are Clicker 5 files. Clicker 5 provides a number of accessibility options including human narration, text-to-speech, and switch access. See http://www.cricksoft.com/uk/default.asp.</p>
Daisy	<p>Daisy books can be shared via the Database. The Daisy files for each title should be contained within a single zipped folder.</p>

Books for All record conventions	
Filename	<Title of book> e.g. Storm Castle.LIT
Format	eText
File format	PDF, LIT, CLX
Details	

