welcome to accessible content e-portal

Working towards our shared goal of accessible Ontario by 2025
about me

ACE
Accessibility Toolkit
Report on Accessible Media

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ACE: Accessible Content E-Portal

• The Accessible Content E-Portal (ACE) is a growing repository of accessible format texts available to users with print disabilities at participating Ontario Council of University libraries (OCUL) member institutions.
• ACE makes university library collections accessible through an online platform.
• The repository contains a variety of library books which have been digitized and made available in accessible formats.
• ACE assists libraries with meeting the legal requirements of Section #18, the Integrated Accessibility Regulations Standard, AODA.
• Eligible users can also request books to be digitized and added to the collection on demand through the on-demand digitization service.
pilot (2012-2013)

Carleton University
Ottawa, University of
Toronto, University of
Waterloo, University of
York University

ace

Service (January 2014 – )

Brock University
Carleton University
Guelph, University of
Lakehead University
Laurentian University
Laurier University
McMaster University
OCAD University
Ottawa, University of
Queen's University
Ryerson University
Toronto, University of
Trent University
Waterloo, University of
Western University
Windsor, University of
York University
ace benefits

Benefits for users
- immediacy of access
- discovery
- unmediated access

Benefits for institutions
- cost savings
- standard production
- minimizing duplication
- compliance with AODA
- collaborative problem solving and user testing
ACE Anonymous user feedback (September 19, 2013)

“The term has started off quickly and I already have a lot of readings due for next week. I was having significant problems finding a comfortable reading position at home but I was able to get the ePub files for my books and convert them for my kindle. So now I can easily do the readings in bed which is a lot easier with my fibromyalgia, thank you again so much.”

ACE Anonymous user feedback (July 23, 2013)

“As someone who depends on the accessibility of these resources it means a great deal -- a great deal -- to know there are people working on the system who really care about our voices and want to make the system as accessible as possible. Anytime you need an outside voice to provide strong user feedback let me know. This project could have a determining impact on my -- and other disabled students' academic careers.”

Q&A

• What do I do if a student emails me with their feedback? Ask them if they would be ok with you sharing this feedback with our project team. All feedback is critical for us in establishing and running a successful service. We love hearing from our users!
Who is eligible to access ACE?

- Students, staff and faculty with print disabilities.

- A **print disability** or a **“perceptual disability”** is defined as a severe or total impairment of sight or hearing or the inability to focus or move one’s eyes; the inability to hold or manipulate a book because of a physical disability; or an impairment relating to comprehension.
Tokens

- The **ACE Repository** is accessed using a **token**.
- A token is a password which supporting staff and end users can use to access the ACE portal.

**Sample token:** RAwf3HmOEt

- Universities are provided with a series of access tokens when they join ACE.
- Some tokens are marked **admin**, and should be reserved for staff members who need access to ACE in order to support users.
- The rest of the tokens are assigned to eligible users.
- One token is assigned per user.
- A new set of tokens is generated every August.
- Eligibility is confirmed on an annual basis. Users who have left their university will no longer have access to ACE.
Do I need to authenticate every time I log into the ACE Portal? Yes.

Can I change my token once I log in? No. ACE portal does not support the creation of user accounts.

How should I distribute my tokens? Keep a spreadsheet of all tokens distributed to your students and staff noting which individuals received what access tokens. In cases of suspicious activity (such as excessive downloading) we will rely on you to contact the person with the affiliated token.
Q. Can I access anything in the ACE portal?
A. Your digital collection will reflect your physical library holdings.

Q. Do I only have access to books I request?
A. No. Utilizing z.39.50 client-server protocol, a Scholars Portal programmer populates your collections with incoming materials that are requested by any participating institution. The opportunity to continue making library collections accessible by anticipating requests for these materials demonstrates future-forward interest in sustainability and progress towards removing barriers to access for OCUL member communities. Your collections will continue to grow organically whether or not you might be placing a lot of requests.
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### Colour PDF
Downloads in this format are provided both for individual chapters (where possible) as well as for the entire book.

### Black & white PDF
Black & white PDFs are provided at a lower resolution than our colour PDFs, generating a file that is smaller in size. This option may work better for any software that has difficulty handling large file sizes.

### DAISY
DAISY file downloads are provided in a ZIP format.

### Plain text file (TXT)
Downloads in this format provide a plain, unstructured text file in the standard TXT format.

### ePub
This form publications and documents. ePubs can be read on your desktop or mobile phone using free e-reader software like Mobipocket, FBReader (for Linux), Aldiko (for Android) or Adobe Digital Editions. It is also supported by most popular e-book reading devices including the Sony Reader, BeBook, IREX Reader, iPhone, and the Nook from Barnes & Noble's.

### aces formats

Q. I am a student and need an ACE book converted into a KESI (Kurzweil) file, an MP3, and also need help opening or using this book I downloaded from ACE, can the ACE support team help me?

A. Please consult with your local ACE coordinator for assistance. The ACE project team is here to offer support with any technical troubleshooting, but additional conversion requests should be handled locally at your institution.

Q. I am a blind student using JAWS software and I cannot seem to access the ACE files.

A. Internet Archive OCRs but does not tag their files which means that this content can be quickly re-OCRd locally by your accessibility staff. We hope to negotiate tagging with IA folks soon.
Eligible books are those available in print located at the requesting library.

If a user requires an accessible copy of a book in their library's print collection, they can submit a request to their local ACE coordinator.

ACE is a partner with the Internet Archive Canada, who supply the digitization.

In order to grow the collection, ACE is working to incorporate books that the Internet Archive has already digitized.

While all users can view the complete list of titles in the collection across all universities, they may only download the full text copy of a book if their own university owns a print copy.
Non-eligible items

• Books which your library only holds in an **electronic format**.
• Books that are **personally owned** by students or faculty, but are not held by the requesting library.
• **Course packs** that have been compiled by an instructor, even if your library holds a copy.
• **Rare**, delicate, or other special books which cannot be loaned + hand scribed material (OCR issue).
• Library or archival materials that are not books, e.g. journals.
submitting requests

ACE Digitization Request Form

This form allows our partners to submit on-demand digitization requests for the Scholars Portal Accessible Content E-Portal (ACE). Please make sure you have read through and familiarized yourself with the instructions before submitting your request: http://guides.scholarsportal.info/ace/digitization/form

After submitting your form, you will receive an automatic confirmation e-mail, typically within fifteen minutes. If you have any questions, you may contact the ACE support team at ace@scholarsportal.info.

* Required

Request information

Requesting university *

Staff name *

Staff e-mail *

Date needed by *

Generally, you should expect a turnaround time of at least 7-8 calendar days. If you request a shorter turnaround, we will contact you as soon as possible to let you know if we can accommodate your request in time. Requests submitted after 2:00pm (or 12:00pm on Fridays) will be processed the following business day.

Date: mm/dd/yyyy

Requesting items

- Instructions for submitting requests: http://guides.scholarsportal.info/ace/digitization
- Always check ACE first to see if the book is already available: http://scholarsportal.info/ace
- Search the UTL catalogue: http://search.library.utoronto.ca/

Item 1 Title

Item 1 Permalink

http://guides.scholarsportal.info/ace/digitization/form

Q. Who can submit these requests?

A. ACE Coordinators and supporting staff. Not portal users. If we receive a request from a person we have never worked with before, our team will follow up with your institution to verify their role as an ACE Coordinator.

Q. How many requests can be submitted at one time?

A. 7 titles per 1 digitization form. Multiple forms can be submitted. It is a good practice to let our team know if you anticipate receiving a large digitization list. This way we can budget our availability to process voluminous requests.
what does it take?

at least one ACE Coordinator to...

- attend bi-monthly w/g meeting
- submit digitization requests
- act as a liaison to disseminate info
- engage in testing/trials as needed
- provide institutional perspective
- promote awareness

Scholars Portal
A Service of the Ontario Council of University Libraries
Question by Thomas Le Bas from The Noun Project

Contact me at katya@scholarsportal.info
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