

Accessible Resources Acquisition and Creation Unit (ARACU) Bodleian Libraries



TERMS OF SERVICE

The Bodleian Libraries is committed to providing inclusive access to its collections, services and facilities. This document outlines the remit of ARACU - the Bodleian's Accessible Resources Acquisition and Creation Unit - which provides materials in alternative formats for disabled students at the University of Oxford who are unable to use print resources.

1. ARACU supports students upon referral from Oxford University's Disability Advisory Service. No charges are made to students for the services of ARACU.
2. ARACU supports other members of the University and external readers only as and when capacity allows. Work undertaken on behalf of departments, colleges and external users is charged at cost-recovery rates.
3. If a title requested by the user is available through the Bodleian Libraries' collections as an accessible electronic resource, ARACU will supply the hyperlink or a downloaded section.
4. ARACU is only able to process requests for alternative formats when the material is held in the collegiate university libraries or to which the user has otherwise lawful access e.g. through a personal copy or a copy provided via inter-library loan. In these cases, ARACU will contact publishers to identify if an accessible copy exists and ask if they are able to provide a copy. Copies provided by publishers are subject to specific licence agreements limiting their use. Such agreements are binding and will be provided to the user with the files.
5. If an accessible copy is available commercially, ARACU will contact the relevant librarian so they can consider purchasing a copy for the collections and will inform the user of the outcome. If commercial copies are available for private use only, ARACU will notify the user of the situation.
6. When an accessible copy is not commercially available, ARACU will endeavour to create an accessible copy in-house either under the Copyright Licensing Agency HE Licence Scheme or under the Copyright and Rights in Performances (Disability) Regulations 2014.
7. In the event the Bodleian Libraries have an accessible copy available in its collections, ARACU will not contact publishers to obtain additional copies. If publishers contact ARACU directly to receive and process a digital copy on behalf of a user, ARACU will process this in accordance with its standard processes.
8. ARACU does not hold a budget for the purchase of print or accessible copies.
9. Feedback on the services of ARACU is welcomed. Please:
 - email ARACU at aracu@bodleian.ox.ac.uk or phone 01865 283862;
 - email the unit manager at disability.librarian@bodleian.ox.ac.uk or phone 01865 283861;
 - complete an online survey <https://www.surveymonkey.com/s/BW5NGSK>. ARACU users are also invited to provide feedback via its annual survey.