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# Digitisation of study materials

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**One of the basic forms of support for students with visual impairment** is the digitisation of study materials. A major advantage of a digitised text (university textbook, book, article, etc.) is that it can be transformed into audio form using a computer with the relevant software.

The texts are digitised mainly into DOCX or PDF format as agreed individually.

There are three sites at CU that provide this service. The main one is the Digitisation Centre as a part of the Carolina Centre (Centrum Carolina), which also provides a number of other services to students with visual impairment. Digitisation is carried out also at the libraries of the Faculty of Education and Protestant Theological Faculty (**not currently due to the reconstruction**). See further for more information about these centres.



## Availability of earlier digitised literature

The books that were digitised at CU in the past, and can thus be provided in electronic form, are available:

- **with the help of the DALETH browser**
- **in the DSpace repository**
- **with the help of the UKAŽ browser**

Digitised literature will be provided only to persons registered at the relevant library (Faculty of Education, Protestant Theological Faculty) or centre (Centrum Carolina). The student must also be registered on the list of students with specific needs.

At the Faculty of Education, the student will download the book from the library web using access acquired by registration. In the case of the Protestant Theological Faculty or Centrum Carolina the student must send in a request for the book by e-mail or phone call and the document will be sent to them via e-mail or data storage system, or saved directly to an e-reading device or USB flash drive.

Study materials in electronic form can be acquired also from other sources (university or non-university).

## Request for digitisation

For digitisation requests, contact each digitisation center.



