

# Accessible Books Consortium

*Bringing books to  
persons with print disabilities*

## BOOKS FOR ALL

*A STARTER KIT FOR ACCESSIBLE PUBLISHING IN  
DEVELOPING AND LEAST DEVELOPED COUNTRIES*

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the Centre for Internet and Society, India.



**Authors, Researchers and Reviewers:**

Mr. Dipendra Manocha: Lead trainer and provider of technical support, DAISY Consortium

Mr. Prashant Ranjan Verma: Consultant on training and technical support, DAISY Consortium

Dr. Nirmita Narasimhan: Policy Director, Centre for Internet and Society

Siddharth Chadha: Research Consultant, Centre for Internet and Society

Rishika Rangarajan: Former Intern, Centre for Internet and Society

Nicolaas Faasen: Publishing Consultant, South Africa

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# 1 Introduction

## 1.1 What is this starter kit and guide for?

This starter kit and guide (the guide), published by the Accessible Books Consortium, provides stakeholders in developing and least-developed countries with information about how they can work together to significantly increase the number of books for people who are blind, visually impaired or otherwise print disabled (referenced throughout the guide as people with sight loss and print disabilities). It is an introduction to help build awareness and understanding of the components of a national 'Books for All' strategy, why it is needed and how to produce books in accessible formats.

The guide draws on the experience of the Accessible Books Consortium's training and technical assistance projects that were established in Bangladesh, India, Nepal and Sri Lanka. These four pilot projects resulted in the production of 1588 educational books in national languages in accessible formats, which benefited 23,500 students with sight loss and print disabilities.

## 1.2 Who is this guide for?

This guide has been designed for a range of stakeholders, all of which have a role in developing, implementing and managing a 'Books for All' strategy in a developing country. This includes:

- Organizations and NGOs providing services to people with sight loss and print disabilities;
- Departments of Education;
- Libraries, universities and schools, including those with disability resource centers;
- Government departments responsible for disability, technology, copyright and business;
- Commercial publishers and content generators;
- Copyright organizations;
- Publishers associations;
- Book distributors and sellers; and
- Any organizations or individuals willing and able to provide resources and funding in support of initiatives to increase access to books for people with print disabilities.

## 1.3 The need for books in accessible formats

Access to the written word is crucial to allow people to participate fully in society. It is important for education, success in the workplace, scientific progress, political involvement and, not least, creative play and leisure. People with sight loss and print disabilities are not able to access books in standard print and face real barriers to accessing information. In developing countries, they are usually dependent on others reading to them or having books prepared in alternative formats such as Braille, Large Print or Audiobooks.

There are over 285 million blind and partially sighted people in the world, and even more with other print disabilities who cannot effectively read print because of a physical, perceptual, developmental, cognitive or learning disability. According to the World Health Organization ([WHO Global Estimates of Disability Prevalence](#)), 90% of these people live in developing countries. In most developing countries, less than one per cent of books are available in accessible formats.

## 1.4 Digital opportunities

Traditionally, most books in accessible formats have been produced by charitable organizations or individuals supporting people with sight loss and print disabilities. These have generally been produced by recording a person narrating a book, or by scanning printed books, then editing and transforming them into digital files. This is a costly and time-consuming republishing process.

Modern technologies now provide the potential for publishers to produce 'born fully accessible' digital books designed for reading by everyone including those with full sight as well as those with sight loss and print disabilities. People with sight loss and print disabilities can 'read' such digital books using 'text to speech' software on computers and mobile devices, or by using refreshable Braille readers, or by adapting the presentation of content (e.g., enlarging fonts or changing background colour) using assistive technologies. However, all digital books are not 'automatically' accessible. They are only accessible if properly designed to include accessibility features.

The transition from traditional to fully accessible practices (also known as 'inclusive publishing') in a country is a long-term process that requires commitment, support and collaboration from many stakeholders. Many developing countries do not yet have an established e-book market and accessible reading devices are not widely available. This guide encourages stakeholders in developing and least developed countries to work together to embrace the opportunities that digital technologies now provide to significantly increase the number of accessible books.

## 1.5 The benefits of a 'Books for All' strategy

Major benefits can be gained from developing and implementing a 'Books for All' strategy, for people with sight loss and print disabilities, for stakeholder organizations in a country, including those with a commercial interest, and for a nation as a whole. These include:

- People with sight loss and print disabilities are able to make a fuller contribution to society as well as lead more fulfilled and independent lives. In particular, children can attain higher levels of education and qualifications by accessing the curriculum through digital books. Adults are more easily able to gain employment.
- A common understanding of accessible publishing and collaboration amongst stakeholders will assist the implementation of the *Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually impaired or Otherwise Print Disabled* (see [Annex 1](#) for more details).
- It supports compliance with the requirements of national disability laws, including those set out in the UN Convention on the Rights of Persons with Disabilities (see [Annex 2](#) for more details).
- Commercial organizations can reach new consumers and markets.
- All consumers will benefit from enriched design of published digital products. Accessibility features required for people with sight loss and print disabilities can also provide significant added value to persons who are sighted.
- Many organizations will benefit from cost savings in the production processes used to produce and distribute accessible books.

## 1.6 A multi stakeholder approach

Changes are required throughout the publishing and accessibility 'ecosystem'. Success depends on a network of stakeholders working together towards a common goal. No one organization can solve the problem alone. For example, in most developing countries, charitable organizations, government and commercial publishers will all need to contribute to the production and distribution of books in accessible formats.

A range of organizations are required to contribute to the different components of a national 'Books for All' strategy, which include:

- Production of books in accessible formats;
- Producing and making available reading devices and assistive technologies;
- Distributing accessible books through local library services;
- Training in the above;
- Implementation of, or improvements to, exceptions and limitations in national copyright legislation;
- Collaboration, prioritization and planning amongst stakeholder organizations;
- Promotion and communication of solutions and services available; and
- Funding.

Local champions need to advocate on behalf of people with sight loss and print disabilities and act as a catalyst to bring the different stakeholders together. See [Annex 3](#) for a case study showing how a multi-stakeholder approach in Bangladesh has brought about real change.

For commercial publishers these changes need not be painful, as they could well contribute to better financial results.

## 1.7 The Marrakesh VIP Treaty<sup>1</sup>

The *Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired, or Otherwise Print Disabled* (the Marrakesh VIP Treaty) is the latest addition to the body of international copyright treaties administered by the World Intellectual Property Organization (WIPO), a United Nations specialized agency. It has a clear humanitarian and social development dimension, and its main goal is to create a set of mandatory limitations and exceptions for the benefit of people who are blind, visually impaired and otherwise print disabled.

It requires Contracting Parties to introduce a standard set of limitations and exceptions to copyright rules in order to permit reproduction, distribution and the making available of published works in formats designed to be accessible to those with sight loss and print disabilities, and to permit exchange of these works across borders by organizations that serve those beneficiaries.

[Annex 1](#) has more details about the Marrakesh VIP Treaty and [Annex 4](#) has a case study about implementing the Marrakesh VIP Treaty in India.

## 1.8 International cooperation towards accessibility of books: the Accessible Books Consortium

The Accessible Books Consortium (ABC) was launched in June 2014.<sup>2</sup>

The aim of the ABC is to increase the number of books worldwide in accessible formats and to make them available to people with sight loss and print disabilities.

The ABC is a multi-stakeholder international alliance comprised of WIPO, organizations that represent people with sight loss and print disabilities (including the World Blind Union) libraries for those with sight loss and print disabilities, and organizations representing publishers and

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<sup>1</sup> Summary of the Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired, or Otherwise Print Disabled (MVT) (2013)  
[http://www.wipo.int/treaties/en/ip/marrakesh/summary\\_marrakesh.html](http://www.wipo.int/treaties/en/ip/marrakesh/summary_marrakesh.html)

<sup>2</sup> See more about Accessible Book Consortium (ABC) at  
<http://www.accessiblebooksconsortium.org/portal/en/index.html>

authors.

ABC carries out activities in three areas to fulfill its mandate, namely:

- **Capacity Building**, i.e., technical training is provided in developing countries to local NGOs, Departments of Education and commercial publishers in the production and distribution of books in accessible formats;
- **ABC Book Service** (formerly known as TIGAR) is a global library catalogue of books in accessible formats located at WIPO's headquarters in Geneva, Switzerland. Its beneficiaries are libraries serving the print disabled as well as their patrons. Participating libraries contribute their catalogues of searchable titles to the service to make accessible format books available to persons who are print disabled; and
- **Inclusive Publishing**, which is the promotion within the commercial publishing industry of accessible book production techniques so that published books are usable from the outset by both sighted people and those with print disabilities.

### 1.8.1 The ABC Book Service (i.e., TIGAR)

As explained above, the ABC Book Service, hosted at WIPO, makes it easier for participating institutions to search internationally for books in accessible formats, and to exchange them across national borders. The ABC Book Service sets out conditions for participants for the exchange of copyrighted materials. The service currently requires that copyright holders grant permission in order to allow the cross-border exchange of electronic files of accessible books that have already been produced legitimately by an institution under a national copyright exception or license. Once the Marrakesh VIP Treaty is implemented, permission clearance should no longer be required in those countries that have ratified the treaty.

Participation in the ABC Book Service is free of charge. No membership fee or financial contribution is required from a participating institution or end-user. The Service enables secure and transparent file exchange among these institutions.

## 2 What is an accessible book?

For the purposes of this guide, an accessible book is one that can be used by a person with sight loss or a print disability to read all of its content.

Accessible books can come in many forms and are increasingly digital, although hard copy formats like Braille and large print (see below) continue to be used too. Digital accessible books can be delivered to end users using different media including CDs, DVD and memory cards, or they can be downloaded or streamed directly to an end user's device, or the device can be provided with pre-loaded content. Accessible books can also be 'read' using assistive technology software on a range of devices including computers, tablets and smartphones.

Assistive technology software enables people with sight loss or print disabilities to:

- Listen to audio content that has been created by recording a person reading a book aloud;
- Listen to computer generated audio content that has been produced using 'text to speech' conversion software that reads the text and converts it into an artificial voice;
- Adapt and see text and other content in different ways to make it more accessible, for example, by enlarging the font, changing background colour or adjusting the contrast of a screen;
- Feel small pins on refreshable Braille devices where text has been converted by a screen reader into Braille characters.

More details about these formats follow.

### 2.1 Hard copy formats

These formats, such as embossed Braille or large print, continue to be used and are important for those without access to, or unable to use, digital media. The creation, editing and production processes are time consuming and costly, but for many people, these are the only media that they can use or to which they have access.

#### 2.1.1 Embossed Braille

Electronic text files that have been scanned, or provided by publishers, are edited and converted using specialist software into electronic Braille files. Embossers use these files to create books embossed on thick paper. The text is represented by raised dots on the paper and read by the reader feeling the dots with their fingers. The paper is thicker and page size is larger than standard A4 paper. Each book is normally collated into a number of volumes.

#### 2.1.2 Large Print

Electronic text files, such as Microsoft Word files, are edited to enlarge the font size to at least 18 point size and printed on standard or large sized paper. The increased font size means that large print books are much larger than standard books. They may need some redesign to fit on the page.

### 2.2 Digital accessible formats

#### 2.2.1 Electronic Braille

The same electronic files used to create hard copy embossed Braille books can be used to produce refreshable Braille on electronic Braille display devices attached to computers, tablets and mobile phones. The user can feel raised pins in these devices to read the content.

## 2.2.2 Other digital accessible formats

Content can be represented in different media, namely text, pictures or graphics, audio and video. Audio content may be narrated by a person or synthetically generated by software. Digital books can include all of these media.

All of the following formats can be used to create digital accessible books. However, books in these formats are not automatically accessible. They need to have accessibility features built into their design, and some are easier to make accessible and use than others.

- Word processing formats such as Microsoft Word (.doc or .docx), Open Office/Libra Office (.odt) or Pages.
- PDF files used by publishers and other organizations for preparation of files ready for printing as well as electronic distribution. It should be noted that image-only PDFs are completely inaccessible.
- HTML or XHTML content designed for web pages.
- DAISY books: digital books with navigation features that can deliver text only, audio content synchronized with digital text or audio content.
- EPUB 3 e-books: the emerging standard for digital publishing that can deliver text and multimedia content in fully accessible formats.
- MP3 audiobooks: books with audio content arranged in .mp3 files with some navigation.

In addition to the above, there are two other types of digital format:

- Those used by publishers in their internal production processes such as those generated by PageMaker, Indesign and QuarkXPress.
- Those used by e-book platform providers to deliver commercial e-books e.g. Mobi, AZW/KF8 (Amazon Kindle), iBook, eReader.

Please note, the formats included above are the more common digital accessible formats, but do not constitute a complete list.

## 2.2.3 Designing for accessibility

People with sight loss or a print disability need to be able to navigate a digital book and be able to read and understand its content without being able to see it. Reading is achieved using 'text to speech' software or playing audio content on a computer, tablet or mobile device. Content may also be read using an electronic Braille reading device.

People with partial sight or other print disabilities, such as Dyslexia, need to be able to adapt the presentation of content on a screen by, for example, enlarging the font size or changing font and background colours. They may also need to use 'text to speech' and audio content.

In order for digital books to be fully accessible, the assistive technology needs to be able to prompt the user and present the content in a way that makes sense and provides access to all the information that a fully sighted person would have. Much of this is obvious to a fully sighted person. However, it needs to be made explicit to be usable by a blind person.

For example, people that can read printed text can see chapter or section headings, but someone who cannot see needs to be told that the text that forms a heading is actually a heading, for example a chapter heading. This also applies to other 'elements' of text like document titles or text that has been given special emphasis by using a bold or larger font or italics.

It is also important that a reader can navigate around a book like a fully sighted person can. They need to be able to jump between pages and chapter or section headings. Students, for example, need to be able to quickly navigate to a particular section of interest in a textbook that is appropriate to their studies.

Images and graphics often convey valuable information supporting the text of a book. For a blind person, the information contained in an image is not accessible unless the reader is told that an image exists and a meaningful description of the image is provided.

So in order for a reading device to be able to present information in an accessible way, the source document or file needs to be specially prepared. Most of this preparation is good 'publishing' practice that can create a better quality book that is usable for everyone and can be produced efficiently.

This preparation needs to identify or 'tag' the different elements of content, such as document titles, chapter or section headings and images, so that reading devices can differentiate the elements for the reader and create a navigation structure. The exact methods used to do this depend on the format of the digital book.

[Section 4](#) sets out tips that explain how to make books accessible.

It is also fundamental that fonts used when producing books are 'Unicode compliant' so that they can be used with assistive technology software. [Unicode](#) is an international standard for consistent encoding, representation and handling of text in computers.

## 2.3 Assistive Technologies

The [assistive technology](#) needed by a user on a device will depend on the individual's specific requirements, the device itself and the format of the accessible book. Many devices have built in accessibility features that may provide 'text to speech' access to different formats and allow changes to the presentation of text. However, some formats may require additional software or apps to be added, for example to be able to access DAISY, EPUB 3 or PDF files.

In developing countries, there may be a need to develop 'text to speech' software for national languages if it is not already available. For example, in an ABC project for the production and distribution of accessible books in Sri Lanka in 2015, software was developed to produce an effective 'text to speech' tool in Sinhalese.

See more about [assistive devices](#).

## 2.4 Challenges to producing accessible books in developing countries<sup>3</sup>

A number of challenges, which could be alleviated through training and technical assistance (i.e., capacity building), are hindering the process of providing access to special format works by people with sight loss and print disabilities. A survey by the DAISY Consortium, the World Blind Union, and the Assistive Technology Development Organization, conducted across various developing countries, highlighted some of these problems as follows:

- The first requirement for an organization is to be able to demonstrate that its beneficiaries have sight loss or are print disabled. A visit to Bangladesh and Sri Lanka showed that organizations serving people with sight loss and print disabilities do not necessarily have registries or adequate processes for registering beneficiaries.
- Organizations need training to produce books in accessible formats. They need to be able to transform those files into the exact format and make them available for use by beneficiaries with sight loss or print disabilities.
- Many publishers are simply unaware of the needs of people with sight loss or print disabilities and there is more often than not little or no communication between publishers and this community.

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<sup>3</sup> Developing Countries Lack Capacity To Take Advantage Of Marrakesh Treaty

By Catherine Saez, Intellectual Property Watch:

<http://www.ip-watch.org/2013/12/18/developing-countries-lack-capacity-to-take-advantage-of-marrakesh-treaty/>

Accessed on 7<sup>th</sup> December 2014.

- Fonts used in digital files of books in many countries are not Unicode compliant. This leads to problems with computer reading software.

### 3 The Components of a 'Books for All' Strategy

The following are the main components of a 'Books for All' strategy for a developing country. All components need consideration as they complement each other to form a publishing and accessibility ecosystem.

Central to a 'Books for All' strategy is establishing or building capacity to produce more accessible versions of books. Ideally, this would come from publishers providing 'born fully accessible' products but in reality it is likely that the creation of alternative accessible versions of books by other organizations will also be required for the foreseeable future until accessible publishing practices and e-book markets become more mature in developing countries.

#### 3.1 Using files from publishers

Traditionally, charitable organizations and NGOs have produced accessible books by either scanning every page of hard copy books and then editing the scanned files to produce digital files or by recording audiobooks using human narrators. Both of these processes are labour intensive and costly.

Publishers can now make a substantial difference by making their digital files available to these organizations who can then adapt them into accessible digital books at much lower cost.

The accessible books produced from publisher digital files in this way are text based and can be read using 'text to speech' software on reading devices or with refreshable Braille readers.

It is important that the files provided are in a format from which the text can easily be extracted. XML, Word and PDF files can all provide significant benefits, although if PDF files are provided it is important that they are not image-only files.

Simple agreements can be put in place with publishers to allow the use of such files and set out conditions for their use.

#### 3.2 Access to reading devices and assistive technologies

In order to be able to use accessible digital books, people with sight loss and print disabilities need reading devices with assistive technology software that meets their specific requirements. There will inevitably be affordability issues regarding the purchase of such devices by individuals, so funding will be needed to make them available.

Policies will be required about which devices to use. Where devices are being provided to pupils in a school, additional assistance to provide network access will be required so that accessible books can be downloaded.

It is possible that 'text to speech' software is not yet available in one or more national languages and there may be a need to work with specialist organizations to develop such software.

Publishers should note that they can greatly assist users if they provide files in formats that are compliant with the end user devices.

#### 3.3 Access to and distribution of accessible books (library services)

People with sight loss and print disabilities need to be able to discover which accessible digital books are available, search and browse for the books they want or need, and then obtain them either by download or delivery on a storage device such as, for example, a DVD or CD. This needs to be done in a controlled manner and usually requires a library management and distribution system as well as the resources to manage and support it.

Access to international sources of accessible books should also be considered, including joining the ABC Book Service.

### 3.4 Access to and distribution of accessible books (commercial sources)

Accessible digital books produced by commercial publishers also need to be discoverable and available to buy and download via online retailers or apps on reading devices. Consumers with sight loss or print disabilities need to know which e-books they can use. This requires an accessible search, discovery, purchase and download experience. Publishers need to provide information about whether their products are accessible and e-Book retailers need to use this data to inform their customers. This requires awareness and application of metadata standards such as Onix, which is widely used in developed countries.

Bookstores need to stock commercially available accessible books and have staff that can assist customers who have sight loss or print disabilities or people who are acting on their behalf.

### 3.5 Training and support

Training is required for:

- Those involved in the production and distribution of accessible books;
- Those involved in management and operation of library management and distribution services;
- People with sight loss and print disabilities in the use of reading devices and access to sources of accessible books;
- People who provide local support to people with sight loss and print disabilities, for example in schools or resource centers.

A strategy of ‘training the trainers’ should be considered to develop capacity in a country to provide ongoing training and support on a sustainable basis.

As training tends to be a one-off process, there is also an ongoing need to provide technical support on an ‘on demand’ basis.

### 3.6 Copyright solutions and the Marrakesh VIP Treaty

Producing accessible format books and making them available to the public are subject to copyright legislation. To produce works in accessible formats, either specific provisions are required in national copyright law that allow for this or permission is required from the copyright holder of the book that will be produced in an accessible format. Many countries, particularly developed countries, have already implemented a ‘copyright limitation or exception’, an exemption<sup>4</sup> that allows for the production, making available and distribution of accessible books to people with sight loss and print disabilities. However, many developing countries do not have such exemptions.

In 2013, WIPO’s member states adopted the Marrakesh VIP Treaty. It will come into force once 20 countries have joined (i.e., ratified or acceded to it). Countries that wish to join the treaty will need to include a copyright limitation or exception in national legislation allowing for the creation, distribution and cross-border exchange (i.e., import and export) of accessible formats of books or other textual works for use specifically by persons who are blind, visually impaired or otherwise print disabled. Where a copyright exemption already exists, this may need amendment to bring it in line with the Marrakesh VIP Treaty.

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<sup>4</sup> Copyright limitations and exceptions are types of exemptions to exclusive copyright rights in national copyright laws. While “limitations” and “exceptions” have slightly different meanings in certain national legislation, the distinction is not important for this purpose.

If a copyright limitation or exception does not exist in a country's copyright legislation, the production and distribution of accessible books requires the permission of the copyright holder. A sample letter to request such permission from publishers is provided in [Annex 5](#).

A key component of a 'Books for All' strategy is therefore implementation of the Marrakesh VIP Treaty so as to facilitate the production and distribution of accessible books and to permit exchange of such works across borders.

[Annex 1](#) has more details about the Marrakesh VIP Treaty.

### 3.7 Collaboration, prioritization and planning

A 'Books for All' strategy requires funds, human and physical resources, expertise and infrastructure. Stakeholder organizations need to work together to pool knowledge and resources and establish a plan for how they will build their combined capacity for producing and providing access to books in accessible formats.

A staged approach is most likely to deliver success, for example, it is recommended to prioritize the production of accessible versions of educational books and make these available in schools.

It is strongly recommended that:

- Organizations seek practical, sustainable solutions that continue to provide services and support to people with print disabilities on an ongoing basis; and,
- Mechanisms are put in place to monitor the usage and impact of accessible books and reading devices that are made available.

### 3.8 Promotion and communication

It is important to put appropriate communication plans and processes in place in order to inform:

- People with sight loss and print disabilities about the solutions and books that are available and how they can get them;
- Organizations about what is available and how they can contribute to the Books for All strategy;
- Potential funders about the impact their funding can have and the success it has provided.

### 3.9 Funding

Financial resources will be required to support a 'Books for All' strategy. A business plan should be developed with input from key stakeholders.

## 4 Tips for producing accessible digital content

### 4.1 Universal accessibility design considerations

Listed below are a number of basic design considerations that apply in principle to all digital content formats in order for them to be accessible to people with sight loss or print disabilities.

- a. Content needs to be prepared in a logical reading order.
- b. Content needs to be tagged to identify its different elements e.g., document title, chapter or page heading, etc. This enables a reader to navigate a book and understand the structure and meaning of the text. When there are multiple heading levels, these need to be consistently applied throughout a document. The method of 'tagging' will vary by the format used.
- c. Provide image or graphic descriptions that describe an image and its meaning, ensuring that information conveyed in colour is also described. For example, in a biology textbook, the picture of a human heart would need to be described conveying the essential elements of the picture.
- d. Include original print page numbers so that these can be referenced. This will enable, for example, a blind student in a class with sighted students to find and follow the same page in a book that a teacher is asking the class to read.
- e. Keep text layout simple and preferably linear.
- f. Retain the same orientation of a page as much as possible.
- g. Carefully consider the contrast between text and background.
- h. Keep tables simple, and include row and column headers (where possible). Avoid using images to represent tables.
- i. Ensure a proper reading order in tables. Screen readers read tables from left to right, top to bottom, one cell at a time.
- j. Provide descriptions for tables.
- k. Separate presentation from content. For example, enlarged fonts or coloured content, underlining, or bold font does not convey your emphasis to a visually impaired reader the way it does to a sighted reader.
- l. Avoid blank cells and lines.
- m. Use an accessibility checker or testing software to check the accessibility of your documents. This will vary by the software and format being used.
- n. Use meaningful text when creating hyperlinks to other content. For example, use the name of the organization being linked to e.g., Accessible Books Consortium, rather than have a long internet url with a string of numbers and characters.
- o. Use Unicode fonts that can be accessed when using screen reader software.

It is important for publishers and organizations producing content to make sure their processes support the above best practices. This requires a sustained effort to make accessibility a core value in the production and distribution of content, including development of a policy statement to express a commitment to accessibility.

The following paragraphs provide additional accessibility tips specific to different digital formats.

### 4.2 Word

Word processing software such as MS Word, Apache OpenOffice or Apple's Pages is widely used to create documents and manuscripts. People with sight loss or print disabilities use such

software as a basic writing tool. Screen magnification and highlighting of words or sentences coupled with reading aloud can also be achieved.

If content is being produced using MS Word processing software, the points below should be followed:

- a. Apply 'styles' for different text such as document titles, chapter or section headings, and list paragraphs i.e., bullet point or numbered lists. 'Styles' are available as a function in Microsoft Word and other Word applications but many people are not aware of them or do not use them. They are an important method of making Word documents accessible. As well as helping people with sight loss and print disabilities to understand what each bit of text in a document means, 'styles' can also make the production of content a much more efficient process by using pre-defined formats for document titles, chapter and section headings and the body of a document. When using styles for different levels of heading, it is important to apply the styles consistently throughout a document.
- b. Add alternative text descriptions (using the alt-text function) to an image or object to explain what it is and what it conveys.
- c. Add alternative text descriptions (alt text) to a table to explain the structure and content of the table.
- d. Designate a header row in a table.
- e. Edit meaningful hyperlink text to provide links to urls.
- f. Keep images in line with the applicable text.
- g. Use a minimum font size of 12pt, but preferably 14pt.
- h. Use Unicode fonts and keep them simple.
- i. Body text should be left aligned.
- j. Text layout should be clear, simple, linear and consistent.
- k. Use a Word Accessibility Checker if it is available on your version of the software. For example, Word 2013 has a 'Check Accessibility' feature in the Information area for a document.

### 4.3 PDF

PDF is a proprietary format of Adobe, and has been the most popular format to distribute digital documents or books. PDF files are small in size, maintain page layouts of the publication when accessed using different media, and are excellent for the purpose of printing documents on paper. The content is also not editable.

However, PDF files pose several challenges for accessibility for persons with sight loss and print disabilities:

- a. It is common for PDFs to be created as 'image only' PDFs in scanning software and using 'save as' features of other software. Image only PDFs are totally inaccessible because the text and content cannot be accessed using reading devices. The whole page is treated as a single image.
- b. There is a wide choice of software packages that can produce accessible content in PDFs, including Adobe's Acrobat.
- c. Specific software is needed to be able to read PDF files, such as Adobe Reader.
- d. It is not easy to convert PDF documents into any other format, including into Braille files.
- e. Multimedia files cannot be created as PDF files.
- f. PDFs have traditionally been designed for a print layout and they can have complex layouts. If the logical reading order for the different elements on the page is not set in the document, it is very difficult to read it using reading devices.

- g. PDF files also have fixed layouts and paper sizes and it is not easy to read them on digital devices with different screen sizes such as on mobile phones or tablets.
- h. Publisher PDFs are often produced using InDesign software and do not have an appropriate reading order specified. They can often have extremely complex layouts that are not easy to 'read' using assistive reading devices and software.

However, in 2012, PDF/UA (where UA stands for Universal Accessibility) was established as an international standard for producing universally accessible PDF documents and applications. It sets down requirements to be met so that PDF files produced can be accessed using assistive devices. A number of software developers, including Adobe Systems, Axaio Software, Callas Software, NetCentric Technologies, NV Access, PDFlib, xyMedia, the Swiss National Association of and for the Blind (SNAB), and the Swiss foundation "Zugang für alle" (Access For All) have since announced or released products supporting the [PDF/UA standard](#).

Adobe provides an extended guide entitled '[How to produce accessible PDFs](#)'.

Accessibility checkers that vary by the Adobe product used are available from [Adobe](#). A freeware accessibility checker is available from [Access for All](#) ("Zugang für alle"), a Swiss non-profit organization.

## 4.4 EPUB 3

The EPUB 3 format is an open standard format for digital books and is widely adopted in the mainstream e-book publishing industry. Similar to DAISY, EPUB is based primarily on open web standards and adds specific features to its software for publications. The current EPUB 3 version has full support for multimedia. Although it can include all the accessibility features of a DAISY book, it is possible to create an EPUB 3 book that is inaccessible.

For in-depth instructions on how to produce an accessible EPUB 3 publication, a very useful guide is the International Digital Publishing Forum's (IDPF) [EPUB 3 Accessibility Guidelines](#) by Matt Garrish. Please note, new versions of EPUB will continue to be developed and released.

The Accessible Publishing Working Group of the [Book Industry Study Group](#) (BISG) has produced a [Quick Start Guide to Accessible Publishing](#), which provides top tips for producing accessible EPUB 3 products and also includes coding examples.

EPUB 3 files can be checked for accessibility using the freeware product [EPUBCHECK](#).

Another advantage of EPUB 3 is that content stored in this format can easily be exported and converted to virtually any other format.

## 4.5 DAISY

DAISY books are created specifically as books for persons with print disabilities. DAISY is based on web standards and is seen as an extension of HTML or XHTML or XML files. DAISY fully supports multi-media presentations. DAISY books can be of three types based on media:

- Text only: contains just the digital text or images.
- Full text full audio: audio recordings synchronized with digital text.
- Audio only: audio recording together with navigation features.

Audio content may be narrated audio or audio created using synthesized voices. All content can have a number of levels of navigation.

DAISY is an open standard. As an open standard, anyone is allowed to create DAISY books without paying any royalty to the DAISY Consortium.

A variety of [DAISY creation tools](#) are available. Most of these tools convert HTML or Word documents and automatically synchronize this with speech output that is either narrated or automatically synthesized by the creation tool.

DAISY has been widely adopted as a standard by many Libraries for the Blind around the world, many of whom are members of the [DAISY Consortium](#).

## 4.6 HTML/XHTML

These formats are primarily used for web content and can be opened using web browsers available on most platforms and accessed using assistive technologies. Well documented standards and guidelines exist to make web page files easily usable by persons with sight loss and print disabilities. These include the [W3C accessibility standards](#) and the [Web Standards Project](#).

## 4.7 MP3

The MP3 format is widely used for the production of narrated audio content, including music and audiobooks. It does not have the navigation and text capabilities of DAISY but benefits from its playability on most devices capable of playing 'audio only' content. It is widely used by commercial audiobook publishers.

# 5 Accessibility for publishers

## 5.1 Born fully accessible products

The goal of 'accessible publishing' is for publishers to produce publications that are accessible for all, usable by the fully sighted as well as those with sight loss and print disabilities. By using the EPUB 3 standard, a single accessible, digital file can be produced and delivered into multiple e-book distribution channels. The same file can also be converted automatically to produce print-ready PDF files as well as alternative accessible formats such as Braille and Large Print. Using this approach, products can be truly 'born fully accessible'.

EPUB 3 files are not automatically accessible. The EPUB 3 standard includes a range of accessibility elements that need to be used to make an accessible file. These are detailed in Section 4.1.4.

Publishing workflows can be adapted to include accessibility at little or no additional cost while at the same time delivering commercial, ethical and legal benefits to publishers:

- Commercial: By extending the reach of publications to include those with sight loss and print disabilities, more people will be able to read and experience commercially available books. An inclusive publication will improve the reading experience of customers as well as increase the longevity of content by making it available in a digital and highly accessible format.
- Ethical: Accessible publishing reaches out to a marginalized section of readers who have specific and more extensive needs than sighted readers, but also have the same rights to published materials.
- Legal: Regulatory requirements for the accessibility of digital content are now becoming industry standards in many countries, especially with regard to publications in government and education sectors. Accessible publishing will help publishers to meet current legal obligations or prepare for upcoming regulatory requirements that may be introduced.

## 5.2 Becoming an accessible publisher

'Accessible publishing' is not a one-stop technical solution. Rather, it is a philosophy for an organization, which needs a commitment within a company's policies. The managerial staff of the company will implement these policies. Organizations should begin by advertising this commitment in company literature and web pages, and by designating a person or a team responsible for accessibility. That person or team should raise awareness across all

departments within an organization, including senior and executive management, middle level employees, and design and production departments. The organization should conduct regular “accessibility audits”, i.e., in-house surveys to assess if staff in the organization understand what it means to create “accessible products”, and conduct regular training of its staff in accessible publishing. A thorough understanding of issues surrounding accessibility is vital for the necessary changes to take place within an organization.

In any organization, accessibility should not be limited to its mainstream products or publications. It should also be applicable to other content, including on web sites.

### 5.3 Changes required to workflows

Technical decisions regarding workflows and publishing solutions are the responsibility of each publisher or organization. Whatever solution is used, there will be a need to make sure that accessibility is built in from the start to prevent unnecessary additional work and cost.

There are many publishing tools available that increasingly enable EPUB 3 and other format files to be created for digital and printed publications. Many of these now also enable the adoption of accessibility features. They can also use utilize digital files with original content prepared by authors using software such as Word and which have already incorporated accessibility features. In conjunction with the International Authors’ Forum, the Accessible Books Consortium has published [ABC eBook Guidelines for Self-Publishing Authors](#) which gives accessibility guidelines to authors for the preparation of files at the start of the publishing process.

Typical commercial publishing software solutions are Pagemaker, Indesign, oXygen, and QuarkXPress, which can all export ebook file formats, including EPUB. Please note that these tools are not themselves accessible i.e., they cannot be used by someone with sight loss or a print disability using a screen reader.

The DAISY Consortium provides its ‘DAISY Pipeline’ software that is fully accessible and can produce DAISY format digital books, including conversion from Word files. It can also convert files into EPUB 3. Other commercial and open source tools are also available.

Popular tools, including free and open source editors such as Sigil and Calibre, are available to create EPUB 3 files. These are designed for Windows, Linux and Mac OS X platforms. Sigil is a cross-platform application that can be used to create new EPUB files as well as edit existing EPUB files. Calibre is a free and open source e-book library management application that can also be used as an e-book reader. It can import HTML, Word Document and Text files as well as create several eBook formats including epub and mobi. With knowledge of CSS and HTML, a user can effectively use these tools.

### 5.4 Distribution of accessible e-books

As well as producing ‘born accessible’ e-books, it is important that consumers with sight loss and print disabilities can find them. Publishers need to provide information about the accessibility of a book in the metadata (which includes information about the content and format of a book) they supply to retailers, and retailers need to use this information when presenting the products in their online catalogues and applications so that consumers can make informed decisions. Retailers also need to make sure that their web sites and applications are fully accessible, including the purchasing and download functions, so that people with sight loss and print disabilities can use them.

### 5.5 Training and consultation

The Accessible Books Consortium provides support for capacity building activities, including training modules for publishing and distributing accessible content.

The following training modules were created using open tools and are freely accessible to all persons and organizations. The following list provides links to useful tools for publishers and

other organizations to better understand the accessibility needs of persons with print disabilities:

- [Accessible Publishing Best Practice Guidelines for Publishers](#)
- [Accessibility guidelines of IDPF for EPUB 3](#)
- [DAISY Pipeline 2](#)
- [DAISY Wiki](#)
- [EPUB 3 and Accessibility](#)

## 5.6 Making publisher files available

The transition to accessible publishing will take time during which there will remain a need to create alternative accessible versions. Organizations that produce accessible books can reduce significantly their costs of producing text-based accessible versions, such as a DAISY Text Only or Braille, by obtaining the electronic file from the publisher of the original print version. This removes the need for scanning and much of the editing work involved.

However, they need to have access to the text within the files provided. For example, ‘image only’ PDF files, where the text is presented as an image, is of limited value compared with a PDF where the text is “readable”. Text based files, including XML, PDF text and Word, are extremely useful.

The use of Unicode fonts is fundamental to ensuring that content can be read by screen readers.

Simple agreements can be made with organizations to allow the use of such files, setting out the conditions for their use.

There may also be times when publishers are contacted directly by individuals who ask for digital files. They are likely to be students who need to read specific texts to support their education and cannot access the standard print copy. Providing an individual with a digital file where text can be accessed can make all the difference to the student’s education.

## 6 Becoming part of a larger movement

A global civil society movement, comprising policy makers, NGOs, publishers, libraries and authors, is critical for advocating the rights of people with sight loss and print disabilities. Across the world, various civil society organizations, state institutions, libraries and NGOs are working tirelessly to make the book famine a phenomenon of the past. These organizations work in conjunction with governments, policy makers, intergovernmental organizations such as WIPO, and the private sector, to provide better access. Through multi-stakeholder partnerships, this global coalition is working to increase the number of books worldwide in accessible formats.

Any individual or an organization can participate in this global movement working to address the needs of people with sight loss and print disabilities. This work has many aspects, including policy advocacy, publishing, distribution, translation and awareness campaigns. As an organization or an individual, you can become involved in one or more of these activities. As a starting point, you can look up the DAISY Consortium members in your country to learn more and participate in their activities.<sup>5</sup>

Interested stakeholders are encouraged to demonstrate their commitment and support for this movement by signing the [ABC Charter for Accessible Publishing](#). The charter, which is

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<sup>5</sup> For more on the DAISY Consortium, countries in which it has members, aims and objectives and joining the DAISY alliance - <http://www.daisy.org/joining> - Accessed on 19<sup>th</sup> January 2014

sponsored by the Accessible Books Consortium, contains fundamental principles that organizations are encouraged to adhere to with the aim of making their e-books and other digital publications accessible to people with sight loss and print disabilities.

## Annexes

### Annex 1: The Marrakesh VIP Treaty

The paragraphs in this annex have been extracted from the [WIPO web site](#).

#### What is the Marrakesh VIP Treaty (MVT)

The [Marrakesh VIP Treaty](#) to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired, or Otherwise Print Disabled (MVT) is the latest addition to the body of international copyright treaties administered by WIPO. It has a clear humanitarian and social development dimension, and its main goal is to create a set of mandatory limitations and exceptions for the benefit of the blind, visually impaired and otherwise print disabled (VIPs).

It requires Contracting Parties to introduce a standard set of limitations and exceptions to copyright rules in order to permit reproduction, distribution and the making available of published works in formats designed to be accessible to VIPs, and to permit exchange of these works across borders by organizations that serve those beneficiaries.

The Treaty clarifies that beneficiary persons are those affected by a range of disabilities that interfere with the effective reading of printed material. The broad definition includes persons who are blind, visually impaired, or reading disabled or persons with a physical disability that prevents them from holding and manipulating a book.

#### What works are covered by the MVT and who is authorized to distribute these works?

Only works “in the form of text, notation and/or related illustrations, whether published or otherwise made publicly available in any media”, including audio books, fall within the scope of the MVT regime.

Another important element is the role played by Authorized Entities, which are the organizations that produce and distribute accessible books and are in charge of performing the cross-border exchange. The rather broad definition of the term encompasses many non-profit and government entities. They are either specifically authorized, or “recognized” by the government, as entities that provide many functions including education and information access to beneficiary persons. Authorized entities have the duty to establish and follow their own practices in several areas, including establishing that the persons they serve are beneficiary persons, providing services based on the MVT copyright limitations or exceptions only to those persons, discouraging unauthorized uses of copies, and maintaining “due care” in handling copies of works.

#### What are the specified rules regarding limitations and exceptions on copyrighted works in the Treaty?

The MVT has a clear structure and provides for specific rules regarding both domestic and cross-border limitations and exceptions.

First, it requires Contracting Parties to have a limitation or exception to domestic copyright law for VIPs. The rights subject to such limitation or exception are the right of reproduction, the right of distribution, and the right of making available to the public. Authorized entities may, on a non-profit basis, make accessible format copies, which can be distributed by non-commercial lending or by electronic communication; the conditions for this activity include having lawful access to the work, introducing only those changes needed to make the work accessible, and supplying the copies only for use by beneficiary persons. VIPs may also make a personal use copy where they have lawful access to an accessible format copy of a work. At the domestic level countries can confine limitations or exceptions to those works that cannot be “obtained commercially under reasonable terms for beneficiary persons in that market”. Use of this possibility requires notification to the WIPO Director General.

Second, the MVT requires Contracting Parties to allow the import and export of accessible format copies under certain conditions. Regarding importation, when an accessible format copy can be made pursuant to national law, a copy may also be imported without right holder authorization. With reference to exportation, accessible format copies made under a copyright limitation or exception or other law can be distributed or made available by an authorized entity to a beneficiary person or authorized entity in another Contracting Party. This specific limitation, or exception, requires the exclusive use of the works by beneficiary persons, and the MVT also clarifies that, prior to such distribution or making available, the authorized entity must not know or have reasonable grounds to know that the accessible format copy would be used by others.

### **What is the three-step test obligation?**

The MVT leaves Contracting Parties the freedom to implement its provisions taking into account their own legal systems and practices, including determinations on “fair practices, dealings or uses”, provided they comply with their three-step test obligations under other treaties.

The three-step test is a basic principle used to determine whether or not an exception or limitation is permissible under the international norms on copyright and related rights. It includes three elements. Any exception or limitation: (1) shall cover only certain special cases; (2) shall not conflict with the normal exploitation of the work; and (3) shall not unreasonably prejudice the legitimate interests of the right holder.

## Annex 2: The UN Convention on Rights of Persons with Disabilities

The paragraphs in this annex have been extracted from the [United Nations Enable](#) web site.

### What is the Convention on Rights of Persons with Disabilities?

The [Convention on Rights of Persons with Disabilities](#) is an international treaty that identifies the rights of persons with disabilities as well as the obligations on States Party to the Convention to promote, protect and ensure those rights. The Convention also establishes two implementation mechanisms: the Committee on the Rights of Persons with Disabilities, established to monitor implementation, and the Conference of States Parties, established to consider matters regarding implementation. States negotiated the Convention with the participation of civil society organizations, national human rights institutions and inter-governmental organizations (IGOs). The United Nations General Assembly adopted the Convention on December 13, 2006, and it was opened for signature on March 30, 2007. States that ratify the Convention are legally bound to respect the standards in the Convention. For other States, the Convention represents an international standard that they should endeavor to respect.

At the time of writing, 161 countries have ratified/acceded to the Convention.

### What does this international law seek to do?

The Convention is the first human rights convention of the 21<sup>st</sup> century and the first legally binding instrument with comprehensive protection of the rights of persons with disabilities. While the Convention does not establish new human rights, it does set out with much greater clarity the obligations on States to promote, protect and ensure the rights of persons with disabilities. Thus, the Convention not only clarifies that States should not discriminate against persons with disabilities, it also sets out the many steps that States must take to create an enabling environment so that persons with disabilities can enjoy real equality in society.

### What obligations do the signatory countries have to fulfill towards the Convention?

The Convention identifies general and specific obligations on States Party in relation to the rights of persons with disabilities. In terms of general obligations, States have to:

- Adopt legislation and administrative measures to promote the human rights of persons with disabilities;
- Adopt legislative and other measures to abolish discrimination;
- Protect and promote the rights of persons with disabilities in all policies and programmes;
- Stop any practice that breaches the rights of persons with disabilities;
- Ensure that the public sector respects the rights of persons with disabilities;
- Ensure that the private sector and individuals respect the rights of persons with disabilities;
- Undertake research and development of accessible goods, services and technology for persons with disabilities and encourage others to undertake such research;
- Provide accessible information about assistive technology to persons with disabilities;
- Promote training on the rights of the Convention to professionals and staff who work with persons with disabilities;
- Consult with and involve persons with disabilities in developing and implementing legislation and policies and in decision-making processes that concern them.

## Annex 3: Case Study - Inclusive Publishing in Bangladesh – the training experience

In 2014, the Accessible Books Consortium sponsored a training workshop on inclusive publishing in Bangladesh with training provided by the DAISY Consortium. Funding for the capacity building project in Bangladesh was provided by the Government of Australia. A total of 18 participants, consisting of representatives from commercial publishers, governmental publishers, NGOs and organizations of people with disabilities, participated in this three day intensive hands on training program.

The objective of this training program was to make publishers aware of the lack of reading material in accessible format for persons with print impairments, which include people with blindness, low vision, dyslexia, certain physical disabilities and the illiterate/low literate. The participants learnt how they could adopt inclusive publishing techniques by making eBooks, which are for everyone including people with disabilities.

One of the early direct benefits of the ABC capacity building activity in Bangladesh was that the Ministry of Education participated in the workshop. Consequently, the Ministry adopted a policy to provide books in accessible format to students with blindness. With the help of the Young Power in Social Action (YPSA), a non-profit social development organization in Bangladesh, school textbooks were produced in a full-text full-audio DAISY format. With the help of the Government of Bangladesh, the project is now undertaking Braille production for students, as well as expanding its work to make available texts for students at the university level.

## Annex 4: Case Study - Implementing the Marrakesh VIP Treaty in India

India's copyright law is one with the broadest possibilities for persons with disabilities to gain access to information and to make accessible formats available to them without a license. Among its special provisions for the benefit of persons with disabilities is a wide and inclusive exception of copyrights. As long as the producer ensures that converted formats are only accessed by persons with disabilities, the non-profit adaptation, reproduction, issue of copies or communication to the public of any work in any accessible format is permitted, by any person, including sharing with any person with disabilities, educational purposes or research, or any organization.

With a strong presence of NGOs, led by the DAISY Forum of India, Center for Internet and Society, Inclusive Planet and Bookshare India, as well as the Right to Read Campaign, and a broad coalition of civil society, academia, media, authors and publishing houses, a detailed report highlighting the best practices of copyright exceptions for persons with disabilities in other countries was presented to the Government of India in 2009. As a result, the final Copyright Amendment Act No. 27 of 2012 included special provisions for the benefit of persons with print disabilities.

India was the first country to ratify the Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired or Otherwise Print Disabled. In the twelve months that the Treaty was open for signatures, WIPO received signatures from 80 countries across the globe. Within a year of submitting its signature to WIPO, India ratified the Treaty and submitting its instrument of ratification to WIPO. India has been hailed as a leader in this significant struggle to provide accessible content to a large number of blind and print disabled people. Heads of international organizations have urged the other signatories to follow India's example and make ratification of the Marrakesh Treaty a priority.<sup>6</sup>

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<sup>6</sup> See Innovative Policy 2014 on Accessibility, Copyright exception for accessible formats. Accessed via <http://zeroproject.org/policy/india/> on 27 January 2015.

## Annex 5: Sample letter requesting rights for the production of works

The following sample letter is based on ones that have been used by the Accessible Books Consortium in its 'capacity building' activities in least developed and developing countries. It would need to be adapted for local requirements and circumstances.

(Insert Date)

Dear Sir/Madam,

REQUEST FOR RIGHT TO PRODUCE BOOKS IN ACCESSIBLE FORMATS

I am writing to you on behalf of (Insert Name of Requesting Organization) to ask for permission to produce the attached list of books in accessible formats (see Appendix 1), which will then be made available to people who are blind, visually impaired or are otherwise print disabled.

In (Insert Country) there are approximately (insert number) people who are print disabled. According to a recent survey, the number of students who are print disabled is about (Insert Number). One of the major reasons that such a low number of persons with print disabilities pursue education in (Insert Country) is the non-availability of books in accessible formats such as braille, audio, or large print. (Insert Name of Requesting Organization) has been working to improve this situation by providing texts in audio formats.

I believe publishers often consider and wish to assist the large number of people who are not able to read printed publications. Yet publishers may not know how to assist these persons with print disabilities. Publishers may also hesitate to assist such persons because they are unsure about the legal protection of their titles.

### **Our appeal to you**

Persons with print disabilities can participate in education, employment, culture and the general life of society if they are able to read the same material as others, at the same time and at no additional cost. This can be achieved by producing mainstream commercial publications in a fully accessible digital format. Towards this end, (name of Requesting Organization) will be organizing training for commercial publishers on how to produce books in accessible formats.

E-books on the open market are an exciting development when they are produced in accessible formats. These e-publishing technologies can enable persons with print disabilities to read content at the same time and convenience and at no higher cost as their sighted peers.

We appeal to you to provide print disabled people with access to your books by supporting and assisting (name of Requesting Organization).

I understand that you are the copyright holder of the titles in the attached list and I would be extremely grateful if you would reply to this request by confirming that you are prepared to grant rights to produce these books in accessible formats for the listed titles according to the attached Terms and Conditions (see attached Appendix 2). If possible, we would be interested in receiving the electronic files of the listed titles so as to facilitate (name of Requesting Organization)'s conversion of the listed titles into accessible formats. These Terms and Conditions are intended to ensure that your rights will be properly protected.

Please also let us know if you are interested in attending a seminar on how to produce books in accessible formats that will take place on (Insert Date).

Feel free to contact me for more information or as soon as you are ready for further discussions.

We trust you will consider our request favorably and we thank you in advance for your assistance.

[Insert Name of Requesting Organization]

### Appendix 1 - List of Books

	ISBN	Author	Title	Copyright holder	Publisher	Pages	Date of Publication	Language
1								
2								
3								
4								

### Appendix 2 – Terms and Conditions

#### 1. Requesting Organization

- a. In consideration of the Requesting Organization giving the copyright holder the opportunity of undergoing training, free of charge, on how to produce books in accessible formats:
  1. The copyright holder grants to the Requesting Organization, free of charge, the right to adapt and to reproduce the books listed in Appendix 1 to create Accessible Versions of the listed books.
  2. The copyright holder also grants to Requesting Organization, free of charge, the right:
    - i) to distribute and make available to Beneficiaries located in [Insert Country] the Accessible Versions of the listed books that have been adapted and reproduced by the Requesting Organization and
    - ii) to authorize the ABC Book Service at the World Intellectual Property Organization (WIPO) in Geneva, Switzerland, to distribute and make available to Beneficiaries located anywhere in the world the Accessible Versions of the listed books that have been adapted and reproduced by the Requesting Organization.
- b. The copyright holder warrants and confirms to Requesting Organization that it has full title to grant the rights set out in paragraph 1.a.2 to the Requesting Organization.
- c. Any limitations to these rights shall be notified by the copyright holder by email communication to the Requesting Organization on acceptance of these terms and conditions and in the event of any limitation in such rights.

## 2. The Requesting Organization's Obligations under these Terms and Conditions

To ensure the appropriate use of the rights granted by the copyright holder, the Requesting Organization agrees only to distribute and make available Accessible Versions of the books listed in Appendix 1 to Beneficiaries under the following conditions:

- a. The Requesting Organization has adequate security mechanisms in place to prevent unauthorized access to its electronic files of the books. Beneficiaries will be members of the Requesting Organization.
- b. The Requesting Organization does not make a profit through the distribution of the Accessible Versions of the books.
- c. Every Accessible Version has a copyright notice that:
  - o Recognizes the copyright of the original work;
  - o States it is a copy of the original work that has been produced;
  - o States that it is for the personal use of the Beneficiary only and may not be further copied without permission by the copyright holder.
- d. An equivalent Accessible Version of the book is not lawfully and commercially available within (Insert country where Requesting Organization operates) within a reasonable time or price.
- e. If the Requesting Organization becomes aware of any non-compliance of these conditions by Beneficiaries to whom it has distributed Accessible Versions, it shall immediately seek correction of this non-compliance.
- f. The Requesting Organization acknowledges that its own non-compliance of these conditions could constitute a violation of copyright that may subject it to civil and criminal liability.

## 3. Duration

This grant of rights shall come into force when the copyright holder confirms that rights have been granted to the Requesting Organization and shall remain in force for a period of one year and shall be automatically renewed each year unless either the copyright holder or the Requesting Organization gives the other party three months' prior written notice of termination.

## 4. Amendment

The copyright holder may amend the rights granted by providing written notice to the Requesting Organization.

## 5. Definitions

**Requesting Organization** – For the purposes of this agreement, (Insert the Name of Requesting Organization) is the Requesting Organization. The Requesting Organization must be able to satisfy the definition of "Authorized Entity" as set out in Article 2 (c) of [The Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired, or Otherwise Print Disabled](#) (the Marrakesh VIP Treaty).

**Accessible Version** - The definition shall be the same as that of "accessible format copy" as set out in Article 2 (b) of the Marrakesh VIP Treaty.

**Beneficiary** - The definition shall be the same as that of "Beneficiary Person" in Article 3 of the Marrakesh VIP Treaty.