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Book Scanning Guidelines

We actively seek high-quality books for students. To this end, we have established guidelines for scanning books to submit to the Bookshare library:

- We can only accept scanned books; we cannot accept publisher files without their express permission.

- Scan the book in its entirety, including:
 - Author/title page.
 - Copyright page.
 - Main content through the end of the book (indices are not required).
- Submit only one book per file:
 - No course readers.
 - Books may not be broken up into separate chapter/section files.
- Files should be in RTF format.
- Your organization must be located in the United States.

We cannot accept the following:

- Dramatic works that are still copyrighted.
- Standardized testing materials.
- Teacher's editions of textbooks.
- Etexts of any type.

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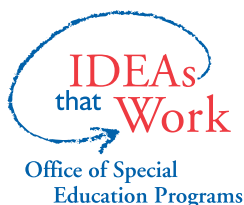
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3. Select one book as a sample and send it to Bookshare's Collection Development team: Lindsiev@Bookshare.org. The book should be a single RTF file, with page numbers and chapter headings intact. Please include the copyright page.
4. Once your sample is approved, you can upload your scanned books directly to the approval queue for the Bookshare library.
 - a. Log in to Bookshare.org
 - b. Select **Volunteer Home** under your name.
 - c. Select **Submit a Book** and follow the instructions.

Questions?

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