



supporting blind and
partially sighted people



UNIVERSITY OF LEEDS

RNIB and University of Leeds Transcription Centre

Helping you to deliver inclusive education
and training



What is transcription?

Transcription is the process of converting printed information into a range of accessible formats for those who are unable, or find it difficult, to read standard text. These formats include braille, e-text, large print, digital audio and tactile diagrams.

Why do you need transcription?

Schools, colleges, universities and other training providers have a duty under the Disability Discrimination Act (DDA) to make “reasonable adjustments” to ensure equal access for disabled students. Providing information in accessible formats is key to removing barriers and delivering a fully inclusive educational experience.

Who are we?

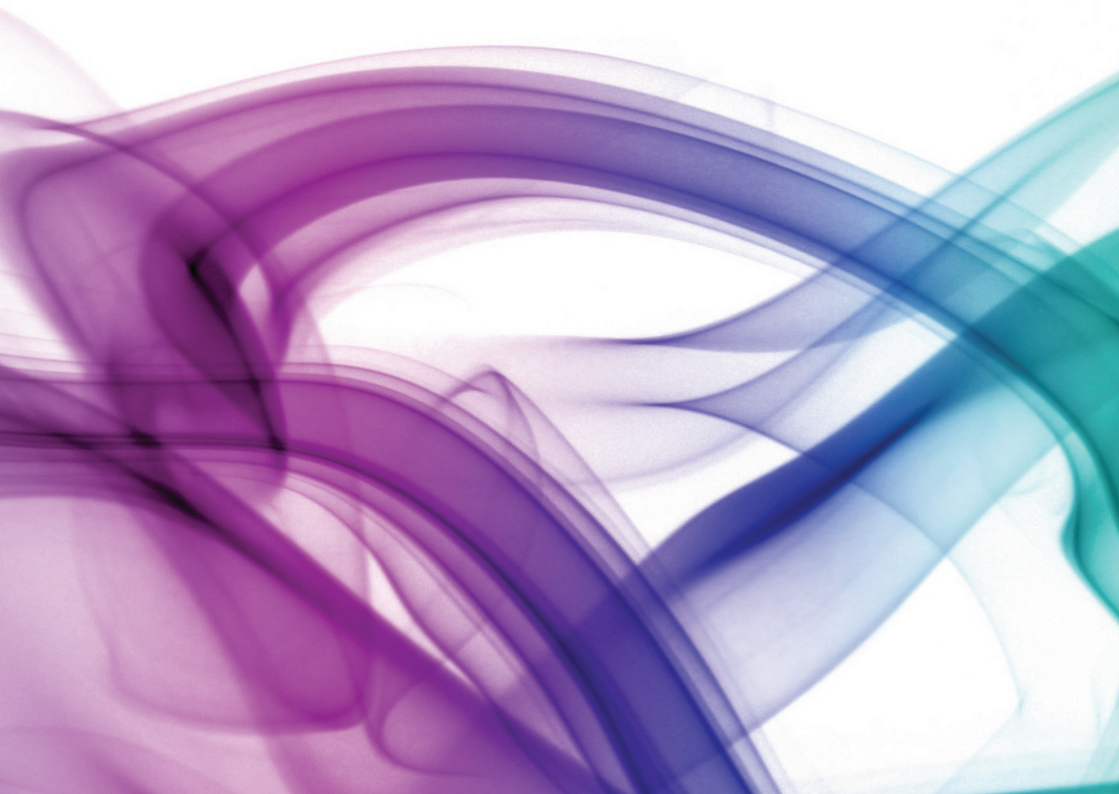
The RNIB and University of Leeds Transcription Centre was established over 20 years ago and specialises in academic transcription.

The Centre is managed by a team of experienced staff members supported by a large pool of dedicated volunteers.

Why choose us?

As an integral part of the University of Leeds, we have been able to develop a team of volunteers with highly specialised academic backgrounds. This means that the Centre has extensive experience of working with complex and technical educational material – from pre-16 to postgraduate level.

Our particular strength lies in the long-standing collaboration with the RNIB. This ensures we have up-to-date information about production techniques and are able to make use of RNIB's National Library Service of accessible material.



What are the services that we provide?

Braille

There are two types of braille. Grade 1 is letter by letter translation and can be read by all braille readers. Grade 2 braille includes special signs for combinations of letters, which speeds up reading and reduces the space used. We can produce braille in either grade,

printed single-sided or double-sided on A4 or standard-size braille paper.

E-text

This is text prepared in an electronic format compatible with screen reading software for people using braille displays or synthesized speech.



Large print

This refers to material that is printed in a variety of type sizes. Generally, large print ranges from 16 point to much larger font sizes. We take into consideration individual preferences for type size, paper colour and typeface, although we recommend Arial font. We can supply this in hard copy or electronically for use with screen magnification software.

Tactile diagrams

Tactile diagrams are produced by printing a simplified version of an image onto heat-sensitive “swell” paper. This format makes images accessible using a combination of raised lines, shapes and textures. They can also incorporate labels in braille.

Digital audio

We can produce two kinds of digital audio:

- **DAISY (Digital Accessible Information System)**

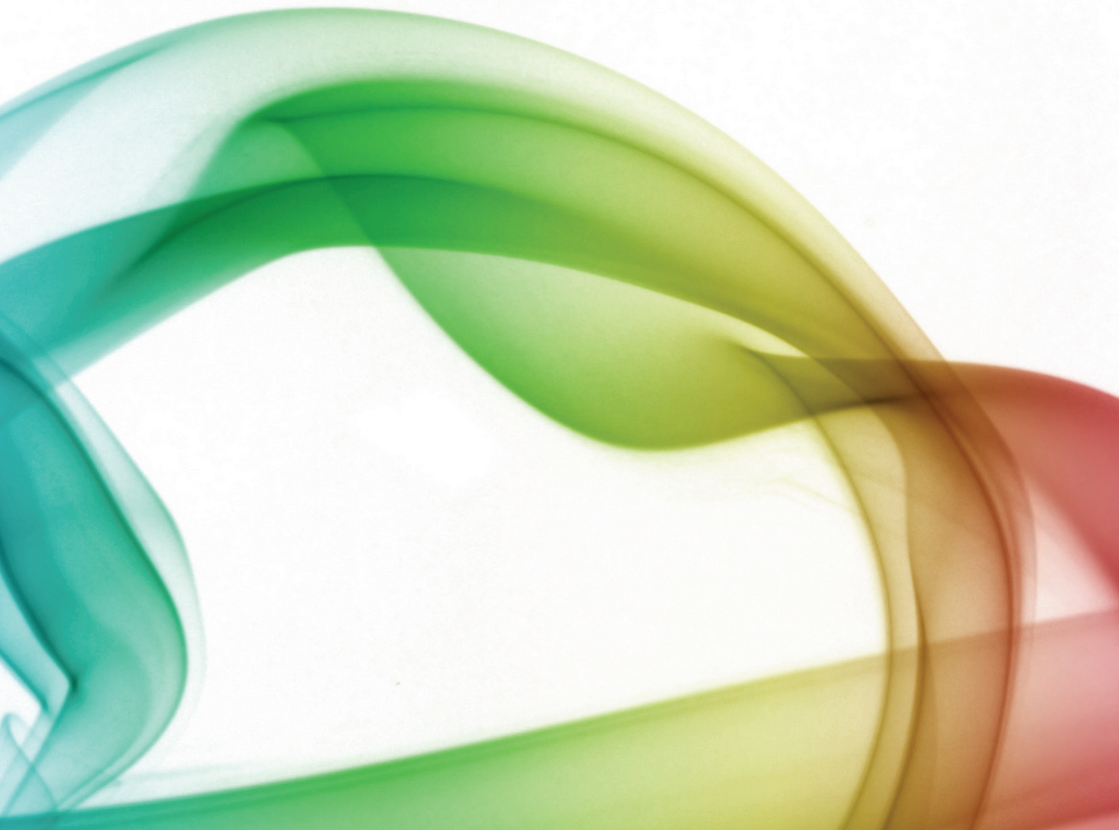
This format has a digital structure enabling navigation to headings and pages, making it ideal for more complex material such as textbooks. It provides a recording of up to 25 hours on one CD. A specialised player or software is required.

- **CDDA (Computer Disk Digital Audio)**

CDDA recordings are separated into tracks, making this format ideal for shorter and simpler documents. A recording of approximately one hour will fit on one CD, which will play on any standard CD player.

Who can use our services?

- Blind and partially sighted students and students with dyslexia (subject to funding being available, for example from Disabled Students' Allowance)
- Schools
- Colleges of Further & Higher Education
- Universities
- Other public, private and voluntary sector organisations (particularly those working in the field of education and training).



What is our “Partner Organisation” scheme?

Our “Partner Organisation” scheme is open to any school, college or university. For an annual membership fee, the scheme entitles organisations to:

- Discounted rates for transcription work
- Membership of the RNIB National Library Service
- A chance to attend annual “Partner Organisation” meetings and network with other members
- A named contact within the Centre to offer advice and information about transcription.

Finding out more

To arrange a visit, or for more information and current prices, please contact us.

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Leeds LS2 9JT

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Email leedstrans@rnib.org.uk

If you are a prospective or current student at the University of Leeds, and would like more general information about disability access, please contact:

Disability Team
The Equality Service
University of Leeds
Leeds LS2 9JT

Telephone +44 (0) 113 343 3927

Textphone +44 (0) 113 343 2616

Fax +44 (0) 113 343 3944

Email disability@leeds.ac.uk

Web www.equality.leeds.ac.uk

This leaflet is available in accessible formats.