



HathiTrust Accessible Text Request Service

Registration for Disability Service Providers in the USA and Marrakesh Treaty Countries

“Individual”: _____

“Institution”: _____

The Individual identified above is an employee of the Institution identified above and has been designated as a Disability Services Provider to assist Eligible Patrons to obtain special access to copyrighted materials in HathiTrust. This Institution is a HathiTrust Supporting Institution located in the United States, or in a country that is a party to the *Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired or Otherwise Print Disabled*.

Definitions

- *Print Disability*: a disability—such as a visual impairment; perceptual, reading, or learning disability; physical disability; or other disability—that impedes a person’s ability to read or access printed works to substantially the same degree as a person without an impairment or disability.
- *Eligible Patron*: a user affiliated with the Institution who has a Print Disability for which access to digital copies of library print materials is a reasonable and appropriate accommodation.
- *Disability Service Provider (DSP)*: a representative designated by the Institution, who accesses copyrighted content to facilitate access for an Eligible Patron.

Requirements for Access

In order for Eligible Patrons to receive access via their DSP, the Institution must meet the following requirements:

1. Must have a defined institutional process for appropriately certifying Eligible Patrons;
2. The Institution must designate an Individual to be a DSP above;
3. The Institution must be configured for access to HathiTrust via local authentication with Shibboleth or a comparable SAML-compliant identity provider accepted by HathiTrust (the "Campus IdP");
4. The DSP may access HathiTrust via one of two methods, described in a) and b) below.
 - a. The Institution provides the DSP with a static, non-NAT IP address (verify with your system administrator, or contact feedback@issues.hathitrust.org if you have any questions) from which the DSP will access HathiTrust on behalf of an Eligible Patron. The IP address will be recorded during a Web registration process after this document is submitted.
 - b. (*preferred*) The Campus IdP supports multi-factor authentication (MFA), the DSP is enrolled to use MFA, and the IdP can indicate to HathiTrust when MFA is used during authentication via the SAML AuthnContextClassRef element.

5. The DSP may access copyrighted content *only* for the purposes of making content accessible to Eligible Patrons. The DSP receives requests from Eligible Patrons, authenticates to the Institution's Campus IdP, navigates in the HathiTrust Digital Library to a designated volume, downloads it, remediates it as necessary to make it appropriately accessible, and makes it available to the Eligible Patron.
6. The DSP **must not** access copyrighted content for personal purposes or distribute content to users who are not authorized to receive content.
7. If the DSP has any questions about proper use of the material or suspects that unauthorized access to copyrighted works has occurred, the DSP should contact HathiTrust immediately at feedback@issues.hathitrust.org.
8. Works downloaded from HathiTrust include a cover sheet that clearly indicates the copyright status of the work and the terms of access and use. The cover sheet must remain with the works.
9. When communicating with Eligible Patrons about accessing copyrighted works from HathiTrust, the DSP must confirm that the Eligible Patrons understand:
 - The copyrighted nature of the content;
 - Why they are being granted special access to the work;
 - That the cover sheet indicating the copyright status and terms of use must remain with the work at all times;
 - That the accessible copies are for personal use only and may not be reproduced, distributed, or made available to anyone else other than to facilitate the Eligible Patron's personal use;
 - That if the Eligible Patrons have any questions about proper use of the material or suspect unauthorized access to the material, they should contact the DSP immediately.

Disposition of Files

The DSP must delete all copies of an item obtained from HathiTrust once the Eligible Patron has the item in his or her possession. Local copies of the original item obtained from HathiTrust may not be stored on the DSP's personal computer, or an Institutional server, even in the case that the DSP expects that another Eligible Patron will request the same item.

If the DSP has remediated the content from the downloaded content for the purpose of making it more accessible, please contact HathiTrust about the possibility of depositing that transformed copy with HathiTrust for future use by other Eligible Patrons.

Registration

Please provide a "help" email address, or contact form, that we can post publicly to refer users from your institution to if they contact us for information about the Institution's local services for people with print disabilities. To initiate registration, send a completed digital copy of this document (including appropriate signatures on the next page) to feedback@issues.hathitrust.org.

Contact information for Institution's support for users with print disabilities:	
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Signatures

An authorized representative of the Supporting Institution must sign the statement below to designate the DSP. The DSP must also sign as indicated.

Authorized Representative: I certify that I have read and understand the terms above and am authorized to sign on behalf of Institution (i.e., have the authority to bind this institution). I hereby designate the person named below as a DSP for Institution.

Name	Email	Signature	Date
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Disability Service Provider: I certify that I have read and understand the terms above and agree to abide by them. I understand that personally identifying information, including my name and email address, will be included in materials downloaded from HathiTrust and provided to Eligible Users.

Name	Email (Individual)	Signature	Date
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**Statement for Secure Access to HathiTrust
Multi-Factor Security Addendum**

By signing this statement, I represent that my institution uses multi-factor authentication (for example Duo) and requires me to be signed in with multi-factor authentication with the login that I use for HathiTrust secure access.

I agree that it is my responsibility to notify HathiTrust if I no longer authenticate using multi-factor authentication when accessing secure HathiTrust content.

Staff Name	Email	Signature	Date
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Please point us to the link for your campus documentation on multi-factor implementation. Your campus documentation should look similar to these samples <https://safecomputing.umich.edu/two-factor-authentication> or <https://security.psu.edu/two-factor-authentication/>

Link to my institution's multi-factor authentication documentation: