

# Alternate Formats Annual Report 2015/16

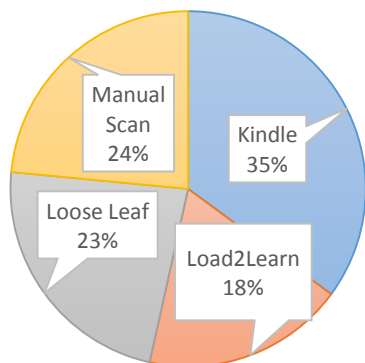
## Andy McMahon Alternative Formats Manager

### Executive Summary:

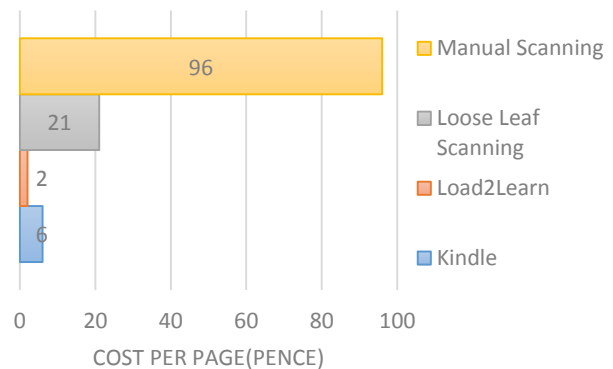
The Alternate Format Service comprises of a Manager, Co-Ordinator and several volunteers. They are primarily here to support Print Disabled Clients in providing them with material in suitable format to enable them to continue their studies from undergrad to postgrad research. This usually takes the format of transferring print documentation into an electronic publication. The service also provides training, advice to others on how to produce documentation into a suitable alternative format.

- Saving of 98% in total cost, approximately £819,487 if outsourced to externally.
- Using technology and leveraging digitally born material production cost saving of 98% have been achieved compared to traditional page by page scanning methods
- Page by page scanning is still required for reading list containing pre-2008 reading material and current publications where publishers are unwilling to release digital born content at any price near the print publication costs
- Electronic reading lists have enabled a significant reduction in administrative costs, enabling the service to provide material to our clients more rapidly.
- Alternate Formats Service has supported 13 Print Disabled Clients in this reporting period.
- Converted over 60,000 pages of printed text into a suitable alternative format.
- Average cost per page equates to £0.31.
- Remains at the tip of innovation in alternate format production for Print Disabled Users.

Breakdown of production method and Page Scanned in %



Breakdown of production costs per page and method



## Expenditure:

Description	Total(£)
Managers Wage contribution FEC	£9,500.00
Internship Expenses(Co-ordinators) + 25% FEC	£8460.00
Book Budget	£1,500.00
Equipment	£0.00
Consumables(paper)	£ 30.00
Consumables(Ink)	£200.00
<b>Total:</b>	<b>£19,690.00</b>

## Service Overview: April 2015 – March 2016

Format	Books	#pages	Cost per Page	% Cheaper (based on manual scanning costs)	Estimated external cost (£7 per page) <sup>1</sup>	% Saving
Manual Scanning	44	14,283	£0.96	Base Cost	£197,105	86.34%
Loose Leaf Scanning	31	14,002	£0.21	78%	£193,227	97.49%
Load 2 Learn	23	11,180	£0.02	98%	£154,284	99.71%
Kindle	52	21,345	£0.06	94%	£294,561	99.65%

## Promoting best practice and excellence for UoD

- NADP – International conference
- JISC – Close working relationship with JISC
- Internal savings of **£819,487** (approx. 98%).

## Summary:

From the figures seen in the table and chart above, the majority of the work carried out by the service is utilising the Kindle, Load 2 Learn and Loose Leaf Scanning Formats (approx. 76% of the service workload). This allows the service to provide a fast turnaround for the services clients. Whereas using the more costly Manual Scanning techniques, as a last resort, when books are not available or workout not to be cost effective utilising the other methods.

It is hoped that the service can continue to utilise the cheaper formats to provide a more cost effective service that maintains the quality of product that the service strives to achieve for its clients and the university along with leading the way in alternate format production.

<sup>1</sup> A2i.co.uk – £7.35 for conversation plus + £6.45 for scanning of material per page19690