



Office of Disability Services

Alternate Format Request Form

This form, along with a Student Alternative Format Agreement Form, must be completed and proof of purchase of the requested textbook(s) must be provided to the Office of Disability Services before your request will be processed. A request for an alternative format of a text(s) cannot be processed until you have purchased your textbook(s). By submitting this form you are authenticating that you have provided to the best of your ability all the required information and have legally obtained the requested text(s).

Name: _____ **UIN:** _____

Phone: _____ **Email:** _____

Semester: _____

Number of Alternative Format Textbooks being requested: _____
(You will need to complete a form for each textbook being requested)

Preferred Alternative Format:

_____ **Large Print** _____ **Audio Format** _____ **Electronic Text (MS Word)**

Textbook Request and Course Information

Please provide the information for the textbook you would like converted into an alternative format for your course. The requested information can be found on the publication page of the textbook and/or on the back of the textbook. If you are requesting additional textbooks then you will need to submit a separate request form for each textbook.

Course & Section: _____

Professor: _____ **IBSN:** _____

Title & Author: _____

Edition & Publication Date: _____

Publisher: _____

Purchase Date: _____ **Purchased From:** _____

Purchase/Rental Price: \$ _____ **Receipt Received Date:** _____

The copyright law of the United States ([Title 17, U.S. Code](#)) governs the reproduction and distribution of copyrighted material, including electronic materials. Copyrighted materials provided or reproduced in an accessible format for a student with a disability may not be copied, shared, distributed, or sold, except in accordance with the provisions of the copyright laws. One of these specified conditions is that the print or electronic reproduction is not to be used for any purpose other than private study, scholarship, or research. If print or electronic copies of material are used for purposes in excess of what constitutes "fair use," the user may be liable for copyright infringement.

Signature: _____ **Date:** _____