

## Accommodations And Resource Center (AARC) Alternative Text Request Form

Fall  Spring  Summer  Semester: 20\_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Do you have screen reading software, (i.e. JAWS) on your computer? Yes  No

Are you a member of RFB&D? Yes  No  \* If YES, did you contact them at 1-800-221-4792 to determine availability of your text on tape/cd? YES  NO

I understand that I will need to provide Accommodation and Resource Center (AARC) with a purchased book **for scanning**. In the process of scanning my book, AARC will cut the pages from the binding. When the conversion process is completed AARC will spiral bind by book and return it to me. **I agree not to reproduce or distribute** this e-text in any other format nor can anyone else be allowed to do so. Any further reproduction or distribution is considered copyright infringement. I understand the outlined conditions and agree to these terms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**You can fill out this form on your computer, then save it, and email it as an attachment to [slawler@westernu.edu](mailto:slawler@westernu.edu) or print this form and complete it, then fax to (909) 469-5503.**

\*\*\*\*\***Book**\*\*\*\*\*

**Information:**

1. Title: \_\_\_\_\_

Author: \_\_\_\_\_ ISBN#: \_\_\_\_\_

Publisher: \_\_\_\_\_ Year: \_\_\_\_\_ Edition: \_\_\_\_\_

Course # text is used for: \_\_\_\_\_ Start/End Dates of Class: \_\_\_\_\_

Is this a condensed class? YES  NO

\*\*\*\*\*

**TYPE OF REQUEST: BOT \_\_\_ SCANNED \_\_\_ ENLARGED \_\_\_ BRAILLED \_\_\_**

**Requested e-text format: WORD \_\_\_ OTHER \_\_\_**

Office Use ONLY: RFB&D: YES  NO  ABC: YES  NO  In House: YES  NO

BOOK # \_\_\_\_\_ Private Reader: \_\_\_\_\_ Publisher: \_\_\_\_\_

Date Scanning Material Rec'd: \_\_\_\_\_ Notes: \_\_\_\_\_

\_\_\_\_\_  
Initials: \_\_\_\_\_

2. Title: \_\_\_\_\_

Author: \_\_\_\_\_ ISBN#: \_\_\_\_\_

Publisher: \_\_\_\_\_ Year: \_\_\_\_\_ Edition: \_\_\_\_\_

Course # text is used for: \_\_\_\_\_ Start/End Dates of Class: \_\_\_\_\_

Is this a condensed class? YES  NO

\*\*\*\*\*

**TYPE OF REQUEST: BOT \_\_\_ SCANNED \_\_\_ ENLARGED \_\_\_ BRAILLED \_\_\_**

**Requested e-text format: WORD \_\_\_ OTHER \_\_\_**

Office Use ONLY: RFB&D: YES  NO  ABC: YES  NO  In House: YES  NO

BOOK # \_\_\_\_\_ Private Reader: \_\_\_\_\_ Publisher: \_\_\_\_\_

Date Scanning Material Rec'd: \_\_\_\_\_ Notes: \_\_\_\_\_

Initials: \_\_\_\_\_

3. Title: \_\_\_\_\_

Author: \_\_\_\_\_ ISBN#: \_\_\_\_\_

Publisher: \_\_\_\_\_ Year: \_\_\_\_\_ Edition: \_\_\_\_\_

Course # text is used for: \_\_\_\_\_ Start/End Dates of Class: \_\_\_\_\_

Is this a condensed class? YES  NO

\*\*\*\*\*

**TYPE OF REQUEST: BOT \_\_\_ SCANNED \_\_\_ ENLARGED \_\_\_ BRAILLED \_\_\_**

**Requested e-text format: WORD \_\_\_ OTHER \_\_\_**

Office Use ONLY: RFB&D: YES  NO  ABC: YES  NO  In House: YES  NO

BOOK # \_\_\_\_\_ Private Reader: \_\_\_\_\_ Publisher: \_\_\_\_\_

Date Scanning Material Rec'd: \_\_\_\_\_ Notes: \_\_\_\_\_

Initials: \_\_\_\_\_

4. Title: \_\_\_\_\_

Author: \_\_\_\_\_ ISBN#: \_\_\_\_\_

Publisher: \_\_\_\_\_ Year: \_\_\_\_\_ Edition: \_\_\_\_\_

Course # text is used for: \_\_\_\_\_ Start/End Dates of Class: \_\_\_\_\_

Is this a condensed class? YES  NO

\*\*\*\*\*

**TYPE OF REQUEST: BOT \_\_\_ SCANNED \_\_\_ ENLARGED \_\_\_ BRAILLED \_\_\_**

**Requested e-text format: WORD \_\_\_ OTHER \_\_\_**

Office Use ONLY: RFB&D: YES  NO  ABC: YES  NO  In House: YES  NO

BOOK # \_\_\_\_\_ Private Reader: \_\_\_\_\_ Publisher: \_\_\_\_\_

Date Scanning Material Rec'd: \_\_\_\_\_ Notes: \_\_\_\_\_

Initials: \_\_\_\_\_