

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 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: _____