

# 12SU ELECTRONIC TEXT REQUEST

## Electronic/Alternative Text only

Student \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_ Box \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_ Daisy Player # \_\_\_\_\_

List **ONLY** the courses for which you are requesting electronic text(s)

Columns 1 & 2 to be completed by student		For Office use only	
1	2	3	4
Course #, Title & Professor	Accommodation	Status	Date
	<input type="checkbox"/> Audio Book-RFB&D <input type="checkbox"/> Electronic Text	<input type="checkbox"/> Ordered <input type="checkbox"/> Notified Student <input type="checkbox"/> Received <input type="checkbox"/> Notified Student	_____ _____ _____ _____
	<input type="checkbox"/> Audio Book-RFB&D <input type="checkbox"/> Electronic Text	<input type="checkbox"/> Ordered <input type="checkbox"/> Notified Student <input type="checkbox"/> Received <input type="checkbox"/> Notified Student	_____ _____ _____ _____
	<input type="checkbox"/> Audio Book-RFB&D <input type="checkbox"/> Electronic Text	<input type="checkbox"/> Ordered <input type="checkbox"/> Notified Student <input type="checkbox"/> Received <input type="checkbox"/> Notified Student	_____ _____ _____ _____
	<input type="checkbox"/> Audio Book-RFB&D <input type="checkbox"/> Electronic Text	<input type="checkbox"/> Ordered <input type="checkbox"/> Notified Student <input type="checkbox"/> Received <input type="checkbox"/> Notified Student	_____ _____ _____ _____
	<input type="checkbox"/> Audio Book-RFB&D <input type="checkbox"/> Electronic Text	<input type="checkbox"/> Ordered <input type="checkbox"/> Notified Student <input type="checkbox"/> Received <input type="checkbox"/> Notified Student	_____ _____ _____ _____

Notes: \_\_\_\_\_

In order to comply with copyright laws:

1. I must purchase the text and own a copy. Upon request, I will produce proof of purchase for any textbook for which I have requested electronic or recorded material.

In order to receive the correct electronic text books:

1. I will attach a copy of the syllabus for each course.
2. I will list the books, including ISBN#, on the back of this form in priority order, listing the most important textbooks first.

I understand that to obtain electronic text:

1. I may need to provide my personal copy of the textbook to SSS.
2. The copy of the textbook that I purchased may have the binding cut off.
3. SSS will keep the text a minimum of two weeks in order to scan the book.
4. When scanning is complete the book will be re-bound with a spiral binding and returned to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE NOTE:** Accommodations are provided on the basis of documentation acceptable to Lewis & Clark College. Receiving accommodations in an academic class does not in any way lessen your responsibility for meeting all requirements for your courses. Other institutions may not follow the same standards in evaluating documentation and may not be willing to provide similar accommodations.

List the books you are requesting in priority order – list the most important ones first.

Class:		Instructor:	
List Text			List ISBN No.
1.			
2.			
3.			
4.			
5.			

Class:		Instructor:	
List Text			List ISBN No.
1.			
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3.			
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5.			

Class:		Instructor:	
List Text			List ISBN No.
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Class:		Instructor:	
List Text			List ISBN No.
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Class:		Instructor:	
List Text			List ISBN No.
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