



## Alternate Media Request

**I have registered for the academic term identified below:**

Fall 20 \_\_\_\_\_ Winter 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Other (specify): \_\_\_\_\_

1. Eligibility for this service is determined by a qualified DSS Counselor.
2. A new Alternate Media Request must be submitted each semester.
3. Preference to the format requested by the student will be provided when possible.
4. Publisher responses to e-text request may take weeks; therefore, it is essential that requests be made as soon as possible.
5. To handle immediate need for e-text, DSS can produce e-text in house by scanning the student's book. This requires the spine to be removed from the book. The book will be returned in a comb-bound format. In many cases, the book will not be accepted by the bookstore for refund at the end of the semester.
6. DSS will make every effort to complete the request in a timely manner. It is the student's responsibility to follow up on requests.
7. Students will be provided with one alternate format copy for each item required for academic use. These electronic files are protected by U.S. copyright law. Any further reproduction or distribution is illegal.
8. One of the conditions identified below must be met for each e-text request:
  - The student owns the instructional material (attach original sales receipt or rental receipt).
  - The instructional material is supplied by the college/instructor to all students.
  - The instructional material has been purchased or ordered on the student's behalf by the Department of Rehabilitation or some other agency (attach copy of original sales receipt or book voucher receipt).
  - Other (specify): \_\_\_\_\_
9. Textbook rentals will be available for the duration of the rental period. Any copies provided must be returned to DSS upon expiration of the rental contract.
10. Student questions regarding alternative format should be addressed directly to the Alternate Media Specialist at 951/222-8187 or to a DSS staff member at 951/571-6138.

I understand that any alternate media, including electronic text, that is supplied to me is solely for my own educational use. I will not copy or distribute any such electronic text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of the Student Code of Conduct, and/or of the policy regarding responsible use of DSS services. I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of DSS Services. I understand that I own one copy of the Braille or e-text book for as long as I own a copy of the book. If I sell the book, I agree to return the Braille or e-text book to the DSS.

**I have read and agree to follow the above Procedures for Requesting Alternate Media:**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Student ID#

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
DSS Staff Signature\*

\_\_\_\_\_  
Date

\*DSS Personnel has verified that the documentation provided by the student substantiates ownership of the original material.

# Textbook Information

**Preferred format** - See DSS Staff or call (951) 571-6138 for more information on formats listed below.

E-text    
  Braille    
  DAISY (Learning Ally)    
  Large Print (Hard Copy)

Title #1 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date:	
Title of Textbook				<b>E-Text Requested From:</b> <input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>AMX:</b> From: _____ <input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No Edition: _____ <input type="checkbox"/> Installments	
Edition					
Author					
Publisher					
Copyright Date	ISBN#				
				Student Initials	

Title #2 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date:	
Title of Textbook				<b>E-Text Requested From:</b> <input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>AMX:</b> From: _____ <input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No Edition: _____ <input type="checkbox"/> Installments	
Edition					
Author					
Publisher					
Copyright Date	ISBN#				
				Student Initials	

Title #3 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date:	
Title of Textbook				<b>E-Text Requested From:</b> <input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>AMX:</b> From: _____ <input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No Edition: _____ <input type="checkbox"/> Installments	
Edition					
Author					
Publisher					
Copyright Date	ISBN#				
				Student Initials	

Title #4 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date:	
Title of Textbook				<b>E-Text Requested From:</b> <input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>AMX:</b> From: _____ <input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No Edition: _____ <input type="checkbox"/> Installments	
Edition					
Author					
Publisher					
Copyright Date	ISBN#				
				Student Initials	

Comments: \_\_\_\_\_

\_\_\_\_\_

**By signing this portion of the Alternate Media Request, I am verifying receipt of the requested materials.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_