

# Student Disability Resource Center

## Alternate Text Conversion

### Request Form (Third Party Purchases Only)

[www.disabilitycenter.fsu.edu](http://www.disabilitycenter.fsu.edu)

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Instructor: \_\_\_\_\_ Course Title: \_\_\_\_\_

Title of Text: \_\_\_\_\_

Author(s): \_\_\_\_\_ Publisher: \_\_\_\_\_

ISBN#: \_\_\_\_\_ # of Pages: \_\_\_\_\_ Price: \$ \_\_\_\_\_ Edition: \_\_\_\_\_

Semester:  FA  SP  SU Year: \_\_\_\_\_  Course Syllabus Attached

3<sup>rd</sup> Party Purchasing Textbook(s) \_\_\_\_\_

**Note: This accommodation is provided on a first come, first serve basis. Because this process takes time, we encourage you to plan ahead. The sooner you submit your request (with all required materials attached), the more likely you are to get your material soon enough for your class. It is important that all necessary information be filled out on this request form, along with all required documentations attached.**

You are approved for this accommodation based on the documentation we have on file. The Student Disability Resource Center will attempt to obtain the alternate format of the text (based on your preference) from **either publishers or from Bookshare.org\*\***. Where these are not available, SDRC will either begin in-house conversion which may take some time. **SDRC will send out an e-mail to your most current and updated e-mail address to notify you to pick up the material as soon as they become available. You will have up to one week to pick up your material. SDRC will then call you to pick up your material from the center.** Please be sure to inform SDRC if you have dropped a course and/or will no longer need the material.

The use of alternate text format is a privilege. The requested format belongs to Florida State University and **must** be returned to the SDRC, or you will be charged the cost of the material plus the cost of production where applicable. Let SDRC know if you have any questions.

**\*\* Bookshare.org provides accessible electronic books (Ebooks) to individuals with qualifying disabilities. In the case that an accessible Ebook you requested becomes available by Bookshare.org, you must adhere to the following as an Authorized user:**

**Ebooks from Bookshare.org are for the my personal use and cannot be shared with anybody else for any reason; I understand that Ebooks are marked with both obvious and hidden information that indicates who the book was downloaded for, and I shall not attempt to remove or change that information for any reason. I agree to comply with copyright law and the restrictions on distribution of the Ebooks by law and by Bookshare.org agreements. I must act responsibly to safeguard this privilege. I acknowledge that violations of copyright law and the terms of the Agreement may subject me and Florida State University to civil and criminal liability and that my right and authority to acquire Ebooks can and will be terminated by Bookshare.org upon written notice. I understand and agree that I will be assigned a case identifier (alpha-numeric) that is unique to me and will help keep my identity confidential.**

My signature below indicates that I have read **all of** the information above, that I understand what is required of me, and that I have purchased the textbook copy of the text being requested. I promise to return the material, or my University account will be charged, a hold may be placed on my registration and/or transcript, and a report of this will be made to the Office of Students Rights and Responsibilities if I fail to bring all the materials back to SDRC.

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

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*SDRC STAFF ONLY:* Staff Notes: \_\_\_\_\_ Approved/Available Format: E or DA

Date Request completed: \_\_\_\_\_ Staff: \_\_\_\_\_ Date Material is received: \_\_\_\_\_ Staff: \_\_\_\_\_

Date Material is formatted: \_\_\_\_\_ Staff: \_\_\_\_\_ Date Student is contacted: \_\_\_\_\_ Staff: \_\_\_\_\_

Date Picked up: \_\_\_\_\_ Staff: \_\_\_\_\_ Date Material returned to SDRC: \_\_\_\_\_ Staff: \_\_\_\_\_

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**Available in alternative format upon request**

Updated: January, 2008