**TEXTBOOK CONVERSION REQUEST FORM**

Print Name: Phone:

Semester:  Fall  Spring  Summer Year: \_\_\_\_

Book Title: Edition: Copyright Date:

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Publisher: \_\_\_\_\_\_\_\_\_

ISBN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What Alternative Format Are You Requesting?

Microsoft Word Docs.  PDFs  Audio (MP3s)

DSS Employee Signature: Date:

**OFFICE USE ONLY:**

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| --- | --- | --- | --- |
| Book Brought In | Scanned | Edited | Completed |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Student Contacted | Student picked up book/cd | Comments |
|  |  |  |

Book on File: Yes  No  File Located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CaféScribe: Yes  No  Access Text: Yes  No  Updated 7.1.15