**ALTERNATE FORMAT CONVERSION REQUEST FORM**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best contact: Phone  Email

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

Book or Document Title: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_Edition: \_\_\_\_\_\_\_\_

Author(s): \_\_\_\_\_\_\_\_\_\_\_\_\_Publisher: \_\_\_\_\_\_\_\_\_ \_\_\_

ISBN 978- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copyright Date: \_\_ \_\_\_\_

What Alternative Format Are You Requesting?

Microsoft Word Docs.  PDFs  Audio (MP3s)

What Method of Delivery Would you Prefer?

Shared through GoogleDrive  USB (Must be returned at the end of each semester)

I understand that **rented textbooks cannot be converted**.

DSS Employee Signature: Date:

**OFFICE USE ONLY**

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Updated 8.3.17