**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:

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 Updated 8.3.17