**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:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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