

D²A² Alternate Format Text Request Form

Date: _____

Student: _____

Banner ID: _____

IUP Email: _____

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- **Please remember that to receive an audio/ alternate format text request through our office, you must purchase or obtain your hard copy/ non-accessible version of the text and be able to provide proof of purchase (or obtainment), if requested by our office.**
- Also, as you're thinking about the texts you'd like to request audio/ alternate format versions for this semester, you should first check to find out if the publisher already offers an accessible/ digital eBook version available for purchase by the public (because some publishers won't provide our office with a digital/alternate format version of their text if they already make such available for purchase to the public). To check on this, you should visit the publisher's website, look up the text you need on their website, and find out if they already sell an accessible eBook version via their website (or if they provide a link to a 3rd party website that handles the sale of an eBook version of their text for them). One of the most common 3rd party websites that sells eBook versions of many textbooks for several different publishers is [VitalSource](#) (which provides a built-in, accessible screen reader for the online eBooks they sell).
- The attached "Policy for Use of Alternate Format Text Requests" must be signed to receive your requested alternate format texts (see last page of this form).

To obtain your textbook information, follow the directions listed below:

1. Log into www.iup.edu/myiup
2. Click the "Academics" tab and scroll until you come across the "Course Registration and Textbooks" section.
3. Select "Print Your Booklist." This will take you to another screen and prompt you to select the current semester.
4. After selecting the current semester and submitting your selection, click "Get Booklist." This screen will list the author's name in bold, the title of the textbook, the title of the course, and the ISBN number (this number should start with "978").

Fill out all the information below for the textbooks that you need to request in audio/ alternate format:

1. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

2. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

3. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

4. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

5. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

6. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

7. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

8. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

9. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

10. TITLE: _____ Author: _____

EDITION: _____ ISBN: _____

CLASS (include section): _____ Publisher: _____

Policy for Use of Alternate Format Text Requests

Semester: _____

- I. I certify that I have a diagnosed disability or condition that permits me access to alternate text formats (e.g., audio, digital eBook, etc.) and have been made eligible for this accommodation by D²A².
- II. I certify that I have purchased a hard copy/ inaccessible version of any textbook I am requesting in an alternate format text.
- III. I understand that this alternate format text is exclusively for my own use.
 - a. I will not share the alternate format text with anyone else.
 - b. I will not make any copies of the alternate format text.
 - c. I will not post the alternate format text or make it available online.
- IV. I understand that violating this contract constitutes a violation of the *Copyright Law of the United States of America, as amended (17 U.S.C. Sec. 101 et seq.)*.
- V. I understand that violating this contract constitutes a violation of Indiana University of Pennsylvania's *Academic Integrity Policy and Procedures, specifically Section II, Number 8:*
 - a. *"...violating the terms of intellectual property rights, in particular software license agreements and copyright laws; using information resources to monitor another user's data communications or to read, copy, change, or delete another user's files or software without permission of the owner; using or installing or attempting to use or install software not properly licensed."*
- VI. I understand that failure to abide by this agreement may lead to judicial and/ or civil legal proceedings.

I, _____, have read the above and agree to the terms and conditions.

Signature

Date