

Alternative Media Request Form

Please use this **Alternative Media Request Form** if you are eligible to have your textbook in an alternative format.

- I understand that any electronic text, which may be supplied to me, is solely for my own educational purposes.
- I will not copy or distribute any such electronic text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.).
- I understand that failure to follow this agreement may be a violation of college policy regarding responsible use of Disability Resource Center services.
- I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of Disability Resource Center services for me.

Signed: _____ **Date:** _____

1. Student's First and Last Name: _____

2. Student's Email Address: _____

3. Student's Phone Number: _____

4. Student's ID Number (must be 8 digits): _____

5. Where do you need to use your etext or digital version of your textbook?

- Home
- CAC Lab (Computer Access Center on campus)
- Both

6. Do you use a MAC or a PC?

- MAC
- PC
- Both

7. Do you give us permission to cut the binding off your textbook in order to scan it, if necessary?

- Yes
- No
- Not sure

8. If you need large print format for your textbooks, what font size (pt) do you prefer?

I don't need large print format

- 16 pt
- 18 pt
- 20 pt

Other: _____

9. Do you need tactile graphics?

- Yes
- No
- Not sure

10. Do you need a MP3 audio version of your textbook?

- Yes
- No
- Not sure
- What speed do you prefer for the MP3? (number of words per minute) _____

11. What type of Braille do you need? (check all that apply)

- Literary Braille (uncontracted)
- Literary Braille (contracted)
- Nemeth Braille code
- Foreign Languages
- Computer Braille Code
- Not sure
- I don't need Braille

For **each** textbook:

- Attach a copy of the **receipt**.
- Attach a copy of the **course syllabus** or a **schedule** that lists when you must complete the course reading assignments.

TEXTBOOK 1: Give us information about your course and your textbook.

Course Prefix and Number: (e.g., SPED 051)	
Instructor:	
Instructor's email address:	
Instructor's phone number:	
Textbook title:	
Author:	
Publisher:	
Edition:	
ISBN #:	
Date needed:	

TEXTBOOK 2: Give us information about your course and your textbook.

Course Prefix and Number: (e.g., SPED 051)	
Instructor:	
Instructor's email address:	
Instructor's phone number:	
Textbook title:	
Author:	
Publisher:	
Edition:	
ISBN #:	
Date needed:	

TEXTBOOK 3: Give us information about your course and your textbook.

Course Prefix and Number: (e.g., SPED 051)	
Instructor:	
Instructor's email address:	
Instructor's phone number:	
Textbook title:	
Author:	
Publisher:	
Edition:	
ISBN #:	
Date needed:	

TEXTBOOK 4: Give us information about your course and your textbook.

Course Prefix and Number: (e.g., SPED 051)	
Instructor:	
Instructor's email address:	
Instructor's phone number:	
Textbook title:	
Author:	
Publisher:	
Edition:	
ISBN #:	
Date needed:	

TEXTBOOK 5: Give us information about your course and your textbook.

Course Prefix and Number: (e.g., SPED 051)	
Instructor:	
Instructor's email address:	
Instructor's phone number:	
Textbook title:	
Author:	
Publisher:	
Edition:	
ISBN #:	
Date needed:	

Submit this Form to Steve Sum via email attachment, hand delivery to his office, or postal mail.

Email Address: sumsteven@fhda.edu

Office: Room 3601 cubicle (near the Tutorial Center) Foothill College campus

Mailing Address: Steven Sum, Foothill College, 12345 El Monte Rd, Los Altos Hills, CA 94022