

Alternative Format Request and Loan Form

Student Name _____ E# _____

Permanent Address _____

Phone _____ Email _____

 Fall _____ | Spring _____ | Summer _____

Year
Year
Year

In order to maintain the integrity of the services offered by the Disability and Learning Resource Center, the following rules apply to students who need alternative format:

1. Requests for books must be made 4 weeks prior to date needed for timely delivery. All class and book information **MUST** be provided before we can process this request.
2. The student must own a physical copy of the textbook they are requesting in alternative format and provide the DLRC with a proof of purchase.
3. The student must currently be registered and attending class at Concordia University at the time of the student's request for alternative format.
4. The student will not copy or reproduce any of the specialized format texts, nor allow anyone else to do so.
5. The student agrees to return all of the specialized format texts in same condition as loaned by the return due date listed.
6. The student agrees to keep their username and password secret if used for online access e-texts.

Student: My records, registration, and financial aid will be encumbered until such time as the text/software is returned in original loan condition. Failure to return text/software in original loan condition and by return due date listed will result in a theft reporting to be filed with the proper authorities, pursuant to all the covenants and conditions of this agreement and Concordia University, Irvine.

I have read and understand the procedures listed above and will at all times adhere to these responsibilities.

Student Signature: _____ Date: _____

Class information:

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|--|---|---|
| Course # (ex: PSY 101): | Class Name: | Instructor: |
| Title of Material Submitted (if not a book): | Format of materials submitted: | Alternative format requested: |
| | Text file Hardcopy Audio Video Other: | Book on CD E-Text Large Print Other: |
| Book Information: | Title: | |
| Author(s): | | Publisher: |
| Copyright date: | Edition: | ISBN#: |
| Proof of Purchase (circle one): On File Not Received | | |
| Return Due Date: | | Returned On: |

| | | |
|--|---|--|
| Course # (ex: PSY 101): | Class Name: | Instructor: |
| Title of Material Submitted (if not a book): | Format of materials submitted: Text file Hardcopy Audio Video Other: | Alternative format requested: Book on CD E-Text Large Print Other: |
| Book Information: | Title: | |
| Author(s): | Publisher: | |
| Copyright date: | Edition: | ISBN#: |
| Proof of Purchase (circle one): On File Not Received | | |
| Return Due Date: | Returned On: | |

| | | |
|--|---|--|
| Course # (ex: PSY 101): | Class Name: | Instructor: |
| Title of Material Submitted (if not a book): | Format of materials submitted: Text file Hardcopy Audio Video Other: | Alternative format requested: Book on CD E-Text Large Print Other: |
| Book Information: | Title: | |
| Author(s): | Publisher: | |
| Copyright date: | Edition: | ISBN#: |
| Proof of Purchase (circle one): On File Not Received | | |
| Return Due Date: | Returned On: | |

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|--|---|--|
| Course # (ex: PSY 101): | Class Name: | Instructor: |
| Title of Material Submitted (if not a book): | Format of materials submitted: Text file Hardcopy Audio Video Other: | Alternative format requested: Book on CD E-Text Large Print Other: |
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| Copyright date: | Edition: | ISBN#: |
| Proof of Purchase (circle one): On File Not Received | | |
| Return Due Date: | Returned On: | |