

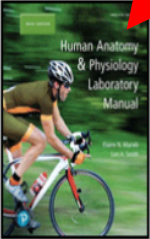
Making Alternate Format Textbook Requests

If you haven't already done so, please review the "How to Find Your Textbooks" document located on My Cedar Crest, Current Students, Academic Services, Disability Resources page. It is under the "Guidelines and Forms" heading with the subheading "Instructions/Process."

On the last page of that document, you will find the following graphic depicting the information students will find after completing the Find Your Textbook process. This information can then be used to complete the Alternate Format Textbook Request Form.

HUMAN ANAT.+PHYS.LAB MAN.MAI N-W/ACCESS

ByMARIEB



EDITION: 12TH 19
PUBLISHER: PEARSON
ISBN: 9780134767338
REQUIRED

Name of textbook
Edition and year
Publisher
ISBN Number

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SELECT TO SEE PRICING

FALL 2019

BIO

117

02

SELECT FORMAT

1

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The Alternate Format Textbook Request Form looks like this and can be found at <https://bit.ly/2Jbnpsj>:

Cedar Crest College Alternate Format Textbook Request Disability Services

Please complete this form to request your alternate format (electronic) textbooks each semester unless an electronic format is available from the College bookstore. If that is the case, please purchase or rent the electronic format.

You will need to provide proof of purchase prior to the electronic versions being provided to you. It can take time to receive the electronic files from the publisher(s), so please make your requests early. In the event an electronic version of your text is not available, you may purchase the hard copy and we can cut the binding off your text, then have the pages scanned. If this is done, your text may or may not be bought back by the bookstore at the end of the semester.

*If you have more than two books for one course, please use more than one "Course Code with Section Number" space and ISBN listings or submit an additional form.

To identify your Textbook information, right click on <https://bit.ly/2MWPRRE> and open in a new tab.

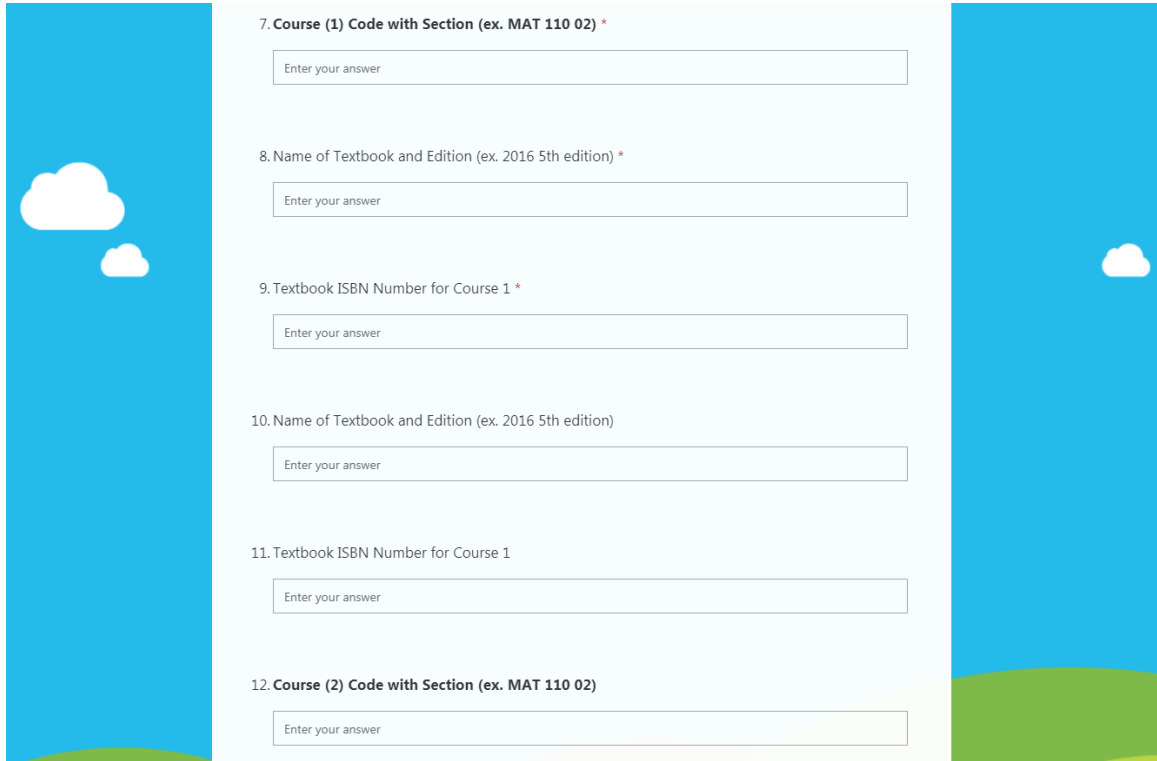
Hi Susan, when you submit this form, the owner will be able to see your name and email address.

* Required

1. **First Name:** *

Enter your answer

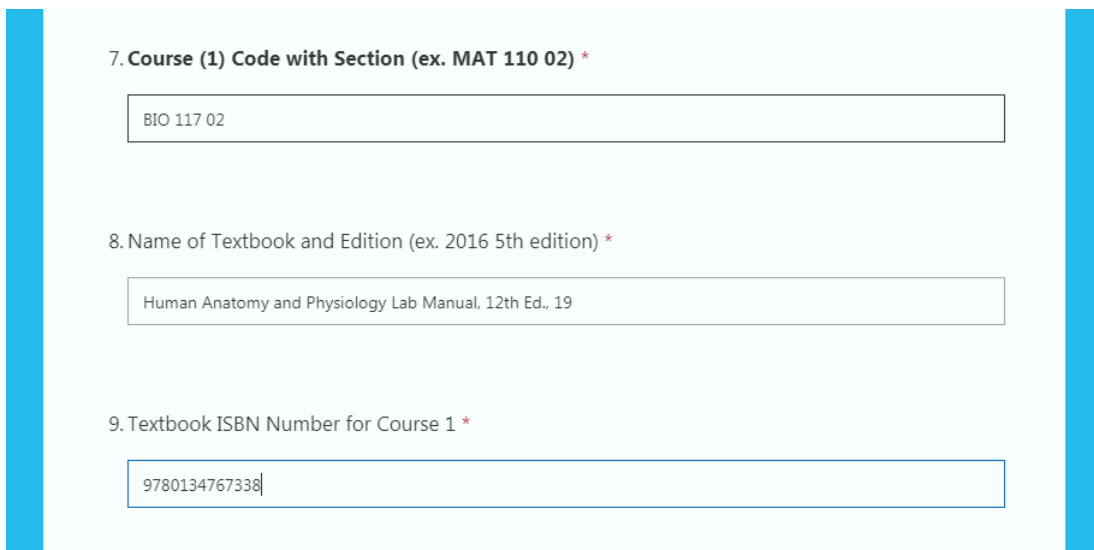
Once you have entered your first name, last name, student ID number, email, the semester and the year (for which you are requesting books), you will see that you can enter two textbook requests for each course. If you have more than two books for one course, use the next course area to continue requesting additional books for the same course.



The image shows a screenshot of a textbook request form. The form is set against a light blue background with decorative blue vertical bars on the left and right sides, each featuring a white cloud icon. At the bottom, there is a green grass-like shape. The form contains six numbered input fields, each with a placeholder text "Enter your answer".

- 7. Course (1) Code with Section (ex. MAT 110 02) *
- 8. Name of Textbook and Edition (ex. 2016 5th edition) *
- 9. Textbook ISBN Number for Course 1 *
- 10. Name of Textbook and Edition (ex. 2016 5th edition)
- 11. Textbook ISBN Number for Course 1
- 12. Course (2) Code with Section (ex. MAT 110 02)

In our BIO 117 example, the bookstore only listed one textbook. This is how it would be entered:



The image shows a screenshot of the same textbook request form, but with example data filled in for the first three fields. The background and decorative elements are the same as in the previous image.

- 7. Course (1) Code with Section (ex. MAT 110 02) *
BIO 117 02
- 8. Name of Textbook and Edition (ex. 2016 5th edition) *
Human Anatomy and Physiology Lab Manual, 12th Ed., 19
- 9. Textbook ISBN Number for Course 1 *
9780134767338

In this example, we are only entering one book for one course, but you may be entering multiple books for multiple courses in this form. Once you have finished entering your requested textbooks, scroll to the bottom of the form to number thirty-two (32), review the requirements for using alternate format

textbooks, click in the bubble next to “I agree”, check the box next to “Send me an email receipt of my responses” (so you have a record of your request) and click on the “Submit” button at the bottom.

Step 1. Review

32. **By requesting alternate textbook formats (electronic alternatives for printed material) you are attesting that the requirements below have been satisfied for this request:**

- a. You have purchased or rented (or will be purchasing or renting) the instructional material being requested. You will provide proof of purchase upon request prior to receiving the alternate textbook formats.
- b. You agree that you will keep the electronic files of these materials only as long as you own the printed copies and will delete or destroy any electronic copies that you may have if and when you no longer own the printed text.
- c. If your instructional material has been rented, you agree to delete or destroy any electronic copies that you may have when you no longer possess the printed text.
- d. Per statements b and c above, you will not return any purchased or rented textbooks until you no longer require use of the instructional materials in alternate format.
- e. You have a verified disability that prevents you from using standard instructional materials in print format.
- f. The requested instructional material is required for a course for which you are registered or enrolled.
- g. You agree to use the electronic copy of the printed instructional material solely for your own education purposes.
- h. You will not copy or distribute electronic versions of the instructional materials for use by others. If you do, you understand you will be violating the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). *

Check "I agree" below to indicate you understand the guidelines under which you are provided and may use these materials.

I agree **Step 2. Click Agree**

Send me an email receipt of my responses **Step 3. Check Box**

Step 4. Click Submit

If you have more textbooks to request than can fit on one form, submit your first form and re-open the form to request the remainder of your textbooks.

Once you submit your request, Disability Resources will receive a copy of it and can begin working to obtain the electronic textbook. Occasionally, a textbook may not be available in electronic format. In that case, your choice is to provide us with your purchased textbook (print format) so that we can cut the binding off and have it scanned for you. Please note that depending upon the size of the book, we may or may not be able to rebind it. In addition, the bookstore may not buy back your book. However, we have found that other students like to buy these books as they are either rebound so that they lay flat or three-hole punched to fit in a notebook.