



# AUDIO BOOK REQUEST

## Accessibility Services

*One textbook per request form please*

---

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

EMPLID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Campus box #: \_\_\_\_\_

Name of class: \_\_\_\_\_

Class Number: \_\_\_\_\_

Instructor's name: \_\_\_\_\_

**Name of Textbook:** \_\_\_\_\_

Author(s): \_\_\_\_\_

Year and Edition: \_\_\_\_\_

Chapters needed: \_\_\_\_\_

Date needed: \_\_\_\_\_

Do you have a copy of the above textbook you can leave with the Accessibility Services Office?

---

The Accessibility Services Office will begin recording the textbook as soon as a copy can be obtained. Recording of textbooks is a timely process and will require two to three weeks' time, sometimes longer. Failure to fill in all of the information above will delay the recording of your textbook.

**\*\*You will be responsible to check in with the Accessibility Services Office on a weekly basis to pick up recordings. If hard copies are provided, recordings must be returned to the Accessibility Services Office at the end of each semester.**

---

For office use only:

Comments:

---

---

---