



## AUDIO BOOK REQUEST FORM

*One textbook per request form please*

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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 Office?

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The Accessibility Services Office will begin recording the textbook as soon as a copy of it can be obtained. Recording of textbooks is a timely process and will require, in information above will also delay recording of your textbook.

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

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For office use only:

Comments:

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