



## ALTERNATE MEDIA REQUEST

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

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Semester:  Summer  Fall  Spring

Syllabus attached:

### Media Information

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

ISBN: \_\_\_\_\_

Edition: \_\_\_\_\_

### Preferred Format

\_\_\_\_\_ Taped Text

\_\_\_\_\_ Tactile Graphics

\_\_\_\_\_ MP3 Audio

\_\_\_\_\_ Braille (Grade I or II or Nemeth or Music)

\_\_\_\_\_ Closed-Captioned Video

\_\_\_\_\_ E-Text (Kurzweil, Word, PDF)

\_\_\_\_\_ Audio-Captioned Video

\_\_\_\_\_ Large Print

### Terms and Conditions

In order to use any Alternative Media provided by ARC, now and in the future, I understand and agree to the following:

- Alternate media is solely for my own educational purposes. **I will not copy or distribute** any alternative text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.).
- **I must present proof of ownership** in order to receive alternate media. This proof can be a copy of the receipt, invoice, or the book itself. I understand that I may use a rented copy, but if the book is returned, sold, or no longer in my possession, then I must delete the provided alternative text or I may be in violation of copyright law.
- **I must be enrolled in a class at MPC**, and the alternate media provided is to be used in relation to the course.

Failure to abide by this agreement may constitute a violation of the Student Code of Conduct, and/or the college DS/ARC policy regarding the responsible use of services provided and could result in the suspension of my DS/ARC services.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

**Textbook Purchase Verification** (Required for all Alternate Media requests):

- Instructional material supplied by the college to all students.
- Student has purchased or ordered the standard instructional material. Attach copy of receipt.
- Instructional material has been purchased or ordered by Department of Rehabilitation. Attach copy of receipt.
- Book is not yet available in the bookstore. Student agrees to purchase the book before picking up the alternate media from DS/ARC. Attach copy of receipt when available.

Enrollment and Authorization: \_\_\_\_\_ Date \_\_\_\_\_

Signature of ARC Counselor / Assistive Technology Specialist

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