

# **Request for Textbooks in Alternate Format**

## **Disability Resource Center ~ Southern Utah University**

Semester/Year \_\_\_\_\_

I understand and will follow the conditions stated below in order to receive textbooks in an alternate format at Southern Utah University.

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

### **CONDITIONS:**

1. The contents of all textbooks in an alternate format are protected under the U.S. Copyright Law. Because of this law, I promise I will not copy, sell, transmit, publish, broadcast or otherwise distribute these materials to anyone.
2. All media (such as downloads, PDF files, and MP3 files) are the property of Southern Utah University, Learning Ally, Bookshare.org, book publishers, or other sources used by the SUU Disability Resource Center.
3. Receiving books in an alternate format from Learning Ally or Bookshare.org is an accommodation provided to the student at no cost. However, if the book is not available from Learning Ally or Bookshare.org, I will be required to first purchase or rent a copy of the book before receiving it in an alternate format. I also will be asked to submit to the Disability Resource Center a copy of the purchase/rental receipt of the book. In addition, some publishers require the student's name and address before they will send SUU their book as a PDF file or Word document.
4. I am responsible for returning, in good condition, all equipment and media (such as audio recorders, USB Flash Drives, PDF files and MP3 players/audio files). If any items remain outstanding at the end of the semester, a hold will be placed on my academic records until the items are returned in acceptable condition, or until their cost is reimbursed to the SUU Disability Resource Center.