

Request for Textbook in Alternate Format

This completed form, **together with proof of purchase**, is required to request alternate format text. Complete all information. You must fill out the form completely to receive alternate formats.

Book Title: _____

Author(s): _____

Publisher: _____ Copyright Date: _____

Edition: _____ ISBN # (13 digits): _____

Semester: _____, 201_____

Course: _____

Course Number: _____ Section Number: _____

Date of First Class: _____

Instructor: _____

Your Name: _____ Student ID#: _____

Telephone: ()__-____

Ocean County College E-Mail: _____

Date Requested: _____ Preferred Format*: _____

*Please Note: We cannot guarantee that all texts are available in all formats, especially if time constraints are extremely limited.

Instructions for requesting Alternate Format Text

The following must be completed before request processing can begin:

- ❖ Student's ADA/504 Accommodation Plan must indicate the need for alternate format text.
- ❖ **You must buy the textbook to obtain an alternate text format. Receipt of purchase for the text books(s) must be attached to the Request form.**
- ❖ All documents must be delivered to the Center for Student Success (Library 124) at least two weeks prior to the start of classes in order to have access to text material when classes begin.
- ❖ Consider registering for an individual membership with Bookshare, www.bookshare.org or Learning Ally, www.learningally.org

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