

# Books in Alternate Format Request Form

Student Accessibility Services - Buffalo State College

*(All information must be completed before request can be processed)*

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

Contact Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Semester: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ Year: \_\_\_\_\_

This office will attempt to obtain requested text books in alternate format from the publishers for students who are eligible for this accommodation. If the book is not available from the publisher we will attempt other resources who may have Word, PDF and audio files. Please provide a copy of the receipt(s) for the book purchase(s) as soon as possible as no files can be released until proof of purchase is provided

Please use this form to request alternate format texts. If you wish to e-mail your book list from BANNER that is perfectly acceptable: [rosenba@buffalostate.edu](mailto:rosenba@buffalostate.edu). If you wish to e-mail the ISBN numbers that is fine. Please note -- We need the 978 numbers, not the used/rental ISBNs which start with a 2 or a 4. For used/rental books, please scroll through the first few pages of the book to obtain the number.

Full Book Title and ISBN	Author's Last Name	Edition	Publisher	Course #	Banner CRN #
<b>Reading Tea Leaves 9781234561111</b>	<b>Jensen</b>	<b>11th</b>	<b>Little Brown</b>	<b>HIS 417</b>	<b>2947</b>

If the form is fully completed, it can be faxed to the attention of Amy Rosen-Brand at 716-878-3804, or e-mailed to [rosenba@buffalostate.edu](mailto:rosenba@buffalostate.edu)