**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:**

**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 book(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](http://www.bookshare.org) or Learning Ally, [www.learningally.org](http://www.learningally.org)

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