**SUNY Old Westbury**

**Office of Services for Students with Disabilities**

**E-text Request and Agreement**

*Please submit completed form to OSSD Accommodations Coordinator Natalie Caesar  
NAB 2063, caesarn@oldwestbury.edu*

Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Please list the textbooks for which you are requesting e-texts:

**Title Author Publisher Edition ISBN**

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Proof Of Purchase: \_\_\_\_\_\_\_\_\_\_\_\_

On what device(s) do you intend to use the e-text? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What screenreader do you use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-texts will be provided via PDF or Word Document.

**Requests for e-texts must be submitted at least several weeks before the start of the semester in which the texts are needed in order to obtain appropriate permissions and allow time for conversion. Although the OSSD will make every effort to assist you, we are not responsible for the consequences of late requests.**

* I understand that I must own a physical copy of all materials requested in alternate format, purchased at the same cost as other students.
* I understand that a rented textbook may not be used for conversion.
* I understand that I must be currently registered with OSSD and enrolled in the courses for which I am requested alternate format materials.
* I understand that it may take up to eight weeks to receive my e-texts from the day I submit a completed request form.
* I understand that if I do not receive an e-text within 10 business days of my completed request, I can ask the OSSD to scan some or all of the print textbook for me.
* I understand my books’ bindings may be cut if necessary to produce alternate format materials.
* I understand that if the text is not available in alternate format and must be produced in-house, I may receive my alternate format materials piecemeal, or in chapters in the order listed on the class syllabus.
* I agree not to copy or reproduce alternate format materials, nor allow anyone else to do so, pursuant to the Copyright Revision Act of 1976.
* I agree not to share my alternate format materials with any other party.
* Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other moneys to the copyright holder and/or incarceration.

**I have read, acknowledge and understand the policies and procedures outlined above and agree to comply with them to receive the accommodation of e-text/alternate format texts.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**