



**You Can!**

**Prescott Campus**

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**ALTERNATIVE FORMAT REQUEST/DECLARATION OF OWNERSHIP**

I am requesting an accessible format of a textbook that I own or that has been purchased on my behalf.

Name of Student: \_\_\_\_\_ Y# ID: \_\_\_\_\_ Semester: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

	Book Title	Author	ISBN	Copyright Owner/Date of Publication
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

**Comments:**

I, the undersigned, understand that by signing this form, I am attesting that I have ownership rights over the text(s) indicated above. In the event that I no longer have ownership of this text (for example, my rental period expires, or I sell or lose the printed copy of this book), I understand that it is my responsibility to delete and/or destroy the alternative format of this text provided to me by Yavapai College Disability Resources.

I also understand that I am prohibited to further reproduce or distribute the received specialized format and that it is for the sole purpose to provide me access to required educational material based on my documented disability.

_____	_____	_____
<b>Student Signature</b>	<b>Student Name (Please print)</b>	<b>Date</b>

**DISCLOSURE**

When an electronic version of your materials is available from the publisher, the publisher may require a receipt; in that case, the material cannot be released without a receipt.

## Learning Center Admin Use Only

### Book 1

Document of Ownership signed by student: \_\_\_\_\_  
E-Text Inventory of Books searched: \_\_\_\_\_  
E-Text Inventory search successful (yes or no): \_\_\_\_\_  
E-search request sent: \_\_\_\_\_  
E-search successful (yes or no): \_\_\_\_\_  
E-Text formatted: \_\_\_\_\_  
Book sent to cut binding: \_\_\_\_\_  
Book scanned: \_\_\_\_\_  
Book sent for coil binding: \_\_\_\_\_  
E-Text sent via email: \_\_\_\_\_  
Entered into E-Text Inventory of Books: \_\_\_\_\_  
Entered into E-Text Requests: \_\_\_\_\_  
Hard copy book picked-up by student: \_\_\_\_\_  
E-copy put on e-device for student: \_\_\_\_\_  
Completed: \_\_\_\_\_

### Book 3

Document of Ownership signed by student: \_\_\_\_\_  
E-Text Inventory of Books searched: \_\_\_\_\_  
E-Text Inventory search successful (yes or no): \_\_\_\_\_  
E-search request sent: \_\_\_\_\_  
E-search successful (yes or no): \_\_\_\_\_  
E-Text formatted: \_\_\_\_\_  
Book sent to cut binding: \_\_\_\_\_  
Book scanned: \_\_\_\_\_  
Book sent for coil binding: \_\_\_\_\_  
E-Text sent via email: \_\_\_\_\_  
Entered into E-Text Inventory of Books: \_\_\_\_\_  
Entered into E-Text Requests: \_\_\_\_\_  
Hard copy book picked-up by student: \_\_\_\_\_  
E-copy put on e-device for student: \_\_\_\_\_  
Completed: \_\_\_\_\_

### Book 2

Document of Ownership signed by student: \_\_\_\_\_  
E-Text Inventory of Books searched: \_\_\_\_\_  
E-Text Inventory search successful (yes or no): \_\_\_\_\_  
E-search request sent: \_\_\_\_\_  
E-search successful (yes or no): \_\_\_\_\_  
E-Text formatted: \_\_\_\_\_  
Book sent to cut binding: \_\_\_\_\_  
Book scanned: \_\_\_\_\_  
Book sent for coil binding: \_\_\_\_\_  
E-Text sent via email: \_\_\_\_\_  
Entered into E-Text Inventory of Books: \_\_\_\_\_  
Entered into E-Text Requests: \_\_\_\_\_  
Hard copy book picked-up by student: \_\_\_\_\_  
E-copy put on e-device for student: \_\_\_\_\_  
Completed: \_\_\_\_\_

### Book 4

Document of Ownership signed by student: \_\_\_\_\_  
E-Text Inventory of Books searched: \_\_\_\_\_  
E-Text Inventory search successful (yes or no): \_\_\_\_\_  
E-search request sent: \_\_\_\_\_  
E-search successful (yes or no): \_\_\_\_\_  
E-Text formatted: \_\_\_\_\_  
Book sent to cut binding: \_\_\_\_\_  
Book scanned: \_\_\_\_\_  
Book sent for coil binding: \_\_\_\_\_  
E-Text sent via email: \_\_\_\_\_  
Entered into E-Text Inventory of Books: \_\_\_\_\_  
Entered into E-Text Requests: \_\_\_\_\_  
Hard copy book picked-up by student: \_\_\_\_\_  
E-copy put on e-device for student: \_\_\_\_\_  
Completed: \_\_\_\_\_