Banacos Academic Center

Disability Services

ds@westfield.ma.edu

Learning Disabilities Program

ldp@westfield.ma.edu

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Electronic Text Request and Policy**

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**Name (print) UWID#**

**Request for Year: \_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_ (i.e. fall, spring, etc.)**

**I am requesting Electronic Text for the following courses:**

(please list course and section numbers, i.e., MATH 0108-001)

**\_\_\_\_\_\_\_\_\_--\_\_\_\_ \_\_\_\_\_\_\_\_\_--\_\_\_\_ \_\_\_\_\_\_\_\_\_--\_\_\_\_**

**\_\_\_\_\_\_\_\_\_--\_\_\_\_ \_\_\_\_\_\_\_\_\_--\_\_\_\_ \_\_\_\_\_\_\_\_\_--\_\_\_\_**

**Text format Requested:**

Kurzweil  PDF  MP3  Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All students requesting e-text should review the below policy with their Banacos advisor. Please contact your advisor or Access Advisor, Laura Cummings, office 164, 413-572-5789 with questions.

* I understand that for the majority of publishers I am required to purchase or rent a copy of the text and may be asked to provide a receipt.
* I must request electronic text through my Banacos advisor each semester I require them and make specific requests for each course.
* I must make my request in a timely manner, preferably, after confirming my courses for the next semester. It may take several weeks to obtain and format electronic files.
* I must tell my Banacos advisor when I no longer need an e-text (i.e., I drop a class, obtained an e-copy on my own, reading not needed).
* Any materials provided to you by the Banacos Academic Center are to be used for educational purposes only and not to be distributed, sold or copied in any manner, or otherwise used in violation of copyright laws.

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Signature Date