

Alternative Media Textbook Procedure and Request Form
Office of Accessibility Services
La Sierra University

Student Name: _____ **ID#** _____ **Date** _____

Request for _____ **Phone:** _____ **Email:** _____@lasierra.edu

Alternate Media Copyright & Ownership Agreement
Security of Alternate Media

I understand that any alternate media supplied to me is solely for my own educational use. I will not copy, duplicate, or distribute any such alternate media in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of university policy, including improper distribution of alternate media, may result in disciplinary action by the university, as well as civil or criminal disciplinary action by a state or federal court.

1. I am aware that OAS will fulfill my request for books in the following order: **(1)** required texts; **(2)** recommended texts; **(3)** optional texts
2. It is my responsibility to inform OAS immediately of any changes in my class schedule that will affect my request for alternative media.
3. It is my responsibility to submit any materials requested as quickly as possible to OAS in order to expedite the production of my alternative media.
4. It is my responsibility to submit course syllabi to OAS.
5. It is my responsibility to check my campus email regularly for communications regarding the status of my alternate media.
6. **Ownership Statement:** I am in lawful possession of the instructional material and or textbook. Instructional material provided by Instructor/University to all students.

CLASS SCHEDULE

Please list only those courses for which you are requesting alternate media

<u>COURSE - SECTION</u>	<u>INSTRUCTOR</u>	<u>BOOK</u>	<u>ISBN #</u>
EX: →ENGL 111 – 1	→ SMITH	→ Accounting Prin	→ 9781119036395

I have read and agree to the above responsibilities and statements.

Student Signature: _____ **Date:** _____

Received by: _____ **Date:** _____