Request for Books-on-Tape

Students requesting books-on-tape must submit a list of classes, professors, and all required textbooks to the Office of Services for Students with Disabilities (OSSD). Students are advised to submit this list prior to start of the semester. Books-on-Tape can take up several weeks to receive. Books-on-tape are available on loan only; for one semester. Students must return books-on-tape at the end of each semester.

Name: __________________________________________________________

Student ID #: __________________________________________________

Date request submitted: _____________________

Please provide the following information:

Course & Section: ____________________________
Professor: ___________________________________

Required Textbooks:
Title: __________________________________________
Author: _________________________________________
Edition/Year: ___________________________________
RFB&D Availability: ______________________________
(OSSD Use Only)

Course & Section: ____________________________
Professor: ___________________________________

Required Textbooks:
Title: __________________________________________
Author: _________________________________________
Edition/Year: ___________________________________
RFB&D Availability: ______________________________
(OSSD Use Only)

Course & Section: ____________________________
Professor: ___________________________________

Title: __________________________________________
Author: _________________________________________
Edition/Year: ___________________________________
RFB&D Availability: ______________________________
(OSSD Use Only)
OSSD Use Only:

Request reviewed by: __________________________ Date: ____________________
(OSSD staff member)

Date Books Ordered: ______________________________________________________

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BOOKS PICK-UP INFORMATION

Date Books Picked-Up by Student: __________________________________________

Books Picked Up: _________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Student Signature: ______________________________________________________

OSSD Staff Signature: ___________________________________________________

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BOOKS RETURN INFORMATION

Date Books Returned: ______________________________________________________

Books Returned: _________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Student Signature: ______________________________________________________

OSSD Staff Signature: ___________________________________________________