



Banacos Academic Center
Disability Services
ds@westfield.ma.edu
Learning Disabilities Program
ldp@westfield.ma.edu
Banacos Advisor: _____

Electronic Text Request and Policy

Name (print) UWID#

Request for Year: _____ Semester: _____ (i.e. fall, spring, etc.)

I am requesting Electronic Text for the following courses:

** You don't need to list all of your courses unless you want e-text for all of your 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 Banacos Advisor or the Office Assistant, office 163, 413-572-5676 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.

Signature Date