



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

Banacos Advisor: _____

Electronic Text Request and Policy

Name: _____ UWID (A#): _____

Request for: Semester _____ (i.e. fall, spring, etc.) Year _____ (i.e. 2023 or 2024)

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:** this is an edited version of the book that will only open in the screen reading program.
- PDF:** this is simply a pdf of the book that is broken up by chapter and section.
- MP3:** this is an audio only version, like a music file.

All students requesting e-text should review the policies below with their Banacos Advisor or the Access Support Coordinator. Please contact Lindsay Towle, Access Support Coordinator, office 228, 413-572-5676 with questions.

- I understand that I am required to purchase or rent a copy of the text and must provide receipts before I am given access to my books.
- I must request electronic texts every semester for each course I require them.
- 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 the Access Support Coordinator when I no longer need an e-text (i.e., I dropped 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 YOUR educational purposes only. They are not to be distributed, sold, copied in any manner, or otherwise used in violation of copyright laws.

Signature: _____ Date: _____