READING REQUEST FORM

Directions: Please complete all parts on this page of the form.

- In part I, the ISBN can be found on the back of your book above the bar code. Please indicate who owns the book.
- In part II, please complete every space with a "Y" or an "N" **(do not leave any spaces blank)**.
- In part III, indicate the page numbers or chapters that need to be completed for each week of the semester (unless your instructor did not provide this information in the syllabus), or attach a copy of your syllabus to this form.
- Return this form to CAAR with your book.

To be completed by student:

I. Student's Name: _____ Date requested: _____

Course: _____ Instructor: _____ Instructor phone #: _____

Full title of text: _____ ISBN#: _____

Student's Phone #: _____ Student's E-mail address: _____

This book belongs to: _____ Returned by date:_____

II. Do you need to have the following information read on the tape? (Put **Y** for "**yes**" and **N** for "**no**")

____ Footnotes (having explicatory information)

____ Say "begin / end quotes, parenthesis, brackets, bold face, italics, etc"

____ Questions at the end of the chapter

____ Definitions / Terms at the end of the chapter

____ Chapter review

____ Insert Boxes

____ Roman numeral pages / Preface

III. Please put the **page numbers** or **chapters** that need to be completed for each week in the boxes (or attach a syllabus):

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15

To be completed by CAAR office:

Reader	Date	Began on page	Began on cassette #	Began on track #	Track change # to #	Page of change	Next reader begin on page	Where on page?	Ch. #	Gave tape
								1/5 2/5 3/5 4/5		
								1/5 2/5 3/5 4/5		
								1/5 2/5 3/5 4/5		
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								1/5 2/5 3/5 4/5		

Page numbers to be recorded on each track:

	Track #1	**Track #2**	**Track #3**	**Track #4**
Cassette # 1	Page _____ to _____	Page _____ to _____	Page _____ to _____	Page _____ to _____
Cassette # 2	Page _____ to _____	Page _____ to _____	Page _____ to _____	Page _____ to _____
Cassette # 3	Page _____ to _____	Page _____ to _____	Page _____ to _____	Page _____ to _____
Cassette # 4	Page _____ to _____	Page _____ to _____	Page _____ to _____	Page _____ to _____