



Request for RFB&D Texts
ACADEMIC SUPPORT CENTER

For Office Use Only:
Date received from student:

Name: _____ Phone #: _____ E-mail address: _____
 Counselor: _____ DATE: _____

1. Go to www.rfbd.org and search the on-line catalog for each textbook needed.
 - Print out the RFB&D information sheet for each book you are requesting and staple to this form **OR** - Use the information from the Web site to fill in page two of this form. Be sure to fill in the form completely and legibly.
 - Please note that **RFB&D books are typically received in seven to ten days after ordering.**
2. If RFB&D does not have your book, and you need to request the text in an electronic format,
 - Fill in all of the textbook information requested on page two of this form and return it to the Academic Support Center *as soon as possible*. Please note that **electronic format requests can take up to four weeks or longer to be received after ordering.**
 - The publishers require the ASC to verify that students have purchased the textbook. **You must bring your purchase receipt with you** when you pick up electronic-format textbooks.
3. Return your signed, completed form to the ASC in MGC 243 OR e-mail it to asc@american.edu.

Student Borrower Contract

I understand that in order to receive RFB&D textbooks in a timely fashion, I am responsible for providing the Academic Support Center with the ordering information for the textbooks within the time frames above.

I will return the item(s) by the date indicated and in the condition in which it was borrowed. I understand that I will NOT be able to borrow new items if I have overdue books or equipment.

I accept financial responsibility for loss of or damage to the equipment and/or books I have borrowed. I assume full financial responsibility for reimbursing the Academic Support Center for any charges incurred in replacing or repairing the equipment and book(s) I have borrowed.

I understand that by law, permission for me to use electronic format textbooks provided by a publisher is contingent upon the following terms. I agree:

- to purchase the textbooks
- not to copy or distribute any of the materials
- to use this material for the intended class and for educational purposes only
- to return the materials by the end of the semester

By signing this statement, I agree to all the terms and conditions stated above.

 Student Signature

 Date

FOR ASC OFFICE USE ONLY – Counselor Certification:	
<input type="checkbox"/> RFB&D books	<input type="checkbox"/> Trial Use of RFBD
<input type="checkbox"/> Electronic format of all books not available through RFB&D	<input type="checkbox"/> Trial Use of electronic format
<input type="checkbox"/> Student needs to borrow equipment.	<input type="checkbox"/> Student needs Kurzweil training
_____ ASC Counselor	_____ Date

- If you have attached the RFB&D book order information web pages, then you need only list the book title(s) on this form.
- For books not found on RFB&D, if you plan to request a computer-readable electronic format, please fill in **all** information requested below.

BOOK TITLE	AUTHOR	Edition	ISBN #	PUBLISHER	RFB&D Product #	If unavailable from RFB&D, are you requesting a screen-readable E-TEXT version?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

WILL YOU NEED TO BORROW A PLAYER FOR YOUR RFB&D DIGITAL-AUDIO CD'S? YES NO

If you will receive electronic texts, please circle the format you need: PDF WORD DOC KURZWEIL