

Readings for the Blind Request for Recording

Send one copy of the book you want recorded. If you are requesting more than one book to be recorded, send a completed form with each book.

Title:		Date Submitted:	
Author:		Copyright Date:	
Publisher:		ISBN Number:	
Will it be used as a textbook? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Client's Name:		<input type="checkbox"/> Teacher	<input type="checkbox"/> Student
If teacher, school name:		Client's Phone Number:	

This recording is for someone who is:	<input type="checkbox"/> Blind or Visually Impaired <input type="checkbox"/> Learning Disabled <input type="checkbox"/> Physically Challenged
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Please choose one:	<input type="checkbox"/> I will borrow the recording for the school year and return them when done. <input type="checkbox"/> I will purchase the recording from RFTB (\$5 per tape or CD).
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Will Braille labels be required on the recording? <input type="checkbox"/> Yes <input type="checkbox"/> No

If more than one copy of this recording is required, note number of copies:	
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Start recording on page:		Stop recording on page:	
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Skip pages or section:	
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Format:

- Record on **CD** (limited availability)
- Record on **2 track tape** (standard format, can be used in any tape player; **1 7/8 speed**).
- Record on **4 track tape** (specialized format for the blind, requires a special player; **15/16 speed**).

Check items you want recorded:

<input type="checkbox"/>	Table of Contents	<input type="checkbox"/>	Footnotes as referenced
<input type="checkbox"/>	Introductory Mat'l	<input type="checkbox"/>	Footnotes at end of chapter
<input type="checkbox"/>	Exercises	<input type="checkbox"/>	Sound Index pages (single beep). Only available on cassette tapes.
<input type="checkbox"/>	Graphs/Charts, etc	<input type="checkbox"/>	Sound Index chapters (double beep). Only available on cassette tapes.
<input type="checkbox"/>	Illustrations	<input type="checkbox"/>	Glossary
<input type="checkbox"/>	Appendix		
<input type="checkbox"/>	Other Instructions:		

If this material is needed for a class, please indicate the date needed by: _____
 We will try to finish the recording in time, but **we cannot guarantee a completion date.**