

Use this form when the title in the format(s) required is **NOT** found in the SSVI Catalogue. Fill this form out completely as not to delay the production approval process. Please print clearly.

Please mail this form along with the appropriate number of print books as specified on page 2.

Direct all school shipments to the LRC, Library Services.

The person submitting this request is the: Vision Strategist / Consultant School contact Other

Submitted by: _____ Position: _____

Phone: _____ Email: _____ Date: _____
(Include Area Code) MM/DD/YY

Student / School Information:

Student Name: _____ Grade: _____

Student is enrolled in: Alberta Education (AE) Regular Curricular Program AE Knowledge & Employability Program (Formerly IOP) * Locally Developed Program/Course

School Name: _____

Principal Name: _____ School Authority Name: _____
(District / Charter or Private School – E.g. the name of your district)

Book / Subject / Authorization Information:

* If the title requested is not authorized by Alberta Education, the Curriculum/Learning and Teaching Resources Branches will be contacted to determine if they support its use. This request may be rejected as a result of this process.

Book Title: _____

Entire class is using this title: Yes No Subject / Course: _____

The title is a: Primary / Main Text Supplemental / Support Text Novel Study / Play Other: _____
(Please specify)

This title is authorized by Alberta Education. Go to the Authorized Resources Database at www.education.gov.ab.ca/lrdb to confirm authorization. Pay close attention to editions.

OR

* This title is locally approved. (The following information in this box is not required for novels and locally developed Religious Studies resources)

Approved by: _____ Position: _____

Phone: _____ Email: _____
(Include Area Code)

PROCEED TO PAGE 2

The personal information is collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purposes of providing the student with equipment and/or resources necessary to meet his/her educational programming needs and for the administration of the equipment and resource loan program. Should you have any questions please contact Judith Shupenia, Library Technician, Judith.Shupenia@gov.ab.ca or (780) 427-5224.

The LRC will only use this personal information to the extent necessary to enable the LRC to carry out its purpose in a reasonable manner as per section 39(4) of the Act.

Format(s) Required:

Your school is responsible for providing copies of the print book and additional copies if more than one format is required. For example, provide 4 copies if both Braille and DAISY are required.

Electronic Resource, E-text (.rtf and/or .txt) Braille diagrams to accompany e-text files: Yes
2 copies of the print book are required if braille diagrams are requested, otherwise 1 copy is required.

Electronic Resource, DAISY (audio and text components) LRC may send audio initially. DAISY production is reserved for authorized student basic textbooks only. 2 copies of the print book are required.

Braille and/or Braille file (brf) Braille diagrams are produced as part of the production.
2 copies of the print book are required.

Large Print
1 copy of the print book is required.

Date Required in the Classroom / Curriculum Schedule Information:

To meet student curriculum schedules, Library Services requires schools to submit requests for production a minimum of **4 months prior** to the date for use in the classroom. NOTE: Science and Mathematics texts are more complex, and may require up to 14 months to produce in the Braille format. Requests for production may be turned down as production capacities fill. (*Services for Students With Visual Impairments Policy*).

Title is required for: 1st semester 2nd semester Entire school year

Date required in the classroom: _____
MM/DD/YY

Record curriculum schedule below:

TEXTBOOKS:

Record below what chapters will be used in what months:

This information is critical, particularly if the teacher does not go through the text in sequential order.

Month	Chapter/s	Month	Chapter/s
September:	_____	February:	_____
October:	_____	March:	_____
November:	_____	April:	_____
December:	_____	May:	_____
January:	_____	June:	_____

A curriculum schedule is unknown at this time, and it is understood that the LRC may not meet the student's classroom needs without one. Production will start at the beginning of the text and continue in sequential order.

(Request no more than 2 titles within a series or collection per month)

NOVEL STUDIES / PLAYS:

Record below the timeframe in which the novel study / play will be used:

E. g. September 10th to October 30th.

(Request no more than 1 novel study / play per month)

For LRC, Library Services Use Only:

Print books rec'd:

ILL Purchase Production Approved Production NOT Approved