



IRC ~ Textbook Request Form

Please use a separate form for each student and each book.

Please submit form via fax or email.

Please fill in this form electronically; then fax the printout to (575) 439-4498; or email it as an attachment to IRC@nmsbvi.k12.nm.us. Questions? Please call IRC Specialist, Lisa Meisch, at 575-439-4437.

Please make copies of this form as needed.

Student Name: _____ **Date of Request:** _____

School District: _____ **Date Text is Needed:** _____

Street or Box No. _____ **APH Student?** ☐ Yes ☐ No

City/Zip: _____ **SR Complete?** ☐ Yes ☐ No

FAX No.: _____

Name of Designated

Contact Person: _____

Telephone: _____

Use title page of student book to complete this information:

Format Needed: ☐ Brl. ☐ Lg.Pr. ☐ e-File Braille* ☐ E-file Lg.Print*

Preferred medium, if available: _____

* Please note: e-files are sent to you "as-is." E-files may require formatting; no formatting/testing of electronic files is provided by NMSBVI, and your organization assumes all responsibility for determining compatibility with your software, hardware, etc.

Grade: _____ **Subject Area:** _____

Title: _____ **Author:** _____

Publisher: _____ **Copyright** _____ **ISBN** _____

ISBN _____

ISBN _____

REQUEST STATUS (NMSBVI USE ONLY)

☐ Your request has been filled. Items loaned and shipped from IRC/NMR Shelves
on _____

☐ Item is on order through APH Quota funds. We will ship to you as soon as possible.

☐ NMSBVI cannot purchase this book, but it is available for your school to purchase.
Search www.aph.org for source and ordering information.

☐ No source found for this book.

☐ NMSBVI will braille the book. You will be required to send 2 copies
of the regular-print book, which may not be returned.

☐ NMSBVI is unable to braille this book at this time.

Please visit www.aph.org to find other Braille or large-print producers.

IRC Use Only: Order Number _____ Date Received _____

(Revised March 2016)