

Digital Textbook Files Agreement

Allows students to request digital copies of textbook files from the Disability Services Office as needed.

Students must sign the *Digital Textbook File Agreement* in MyDSO before use.

By signing this agreement, students agree to the following:

- I understand this accommodation permits me to request digital copies of textbook files as needed.
- I understand that I am responsible for making my requests each semester by completing the request form available on the DSO website.
- I understand that once my requests are made, DSO staff will request digital copies of each text from the publisher.
- I understand that the DSO has no control over wait times created by publishers.
- I understand that I must show proof of purchase for each text requested before digital copies will be released to me by the DSO.
- I understand that digital copies are for my use only and are not to be duplicated or distributed.
- I understand that I am required to destroy digital copies when I sell or dispose of the hard copy texts.
- I understand that in some cases publishers will not provide digital copies. In those situations I will work with DSO staff directly to determine next steps.