



Accessible Format Day to Day/Worksheet Request

Use the **Library Request Form** for whole books or where a substantial section of a book will be put into an alternative format.

Email this form plus any electronic copies of worksheet or place in request box in Library.

Attention: Accessible Format Production

South Australian School for Vision Impaired

dl.1014.library@schools.sa.edu.au

Date:		Student:	
School:			Year Level:
Vision Teacher:		Requested by:	

Request Information

If the request comes from an existing published work, attach a scanned copy of the title and publishing pages. This assists us with file management. Additional details can be written overleaf.

Date Required:		Number of copies:	
Request: There is room overleaf to add additional details			

Formats

You may request more than one format. There is space overleaf for additional information such as details relating to diagrams. Unless stated braille is single line, single sided and standard paper.

	Braille		Double line		Interpoint		A4
	MS Word		Font Size		Large Print		Font Size
	Diagrams						
	Other						

Finishing

	Loose		Staple		Bound
	Hard Cover		Electronic		
Any other requirements:					

Additional Details

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AFP Office Use ONLY:

Date completed:		Bill to:	
Consumables:			
Standard Braille		A4 Braille	
Braille Label		Thermoform	
Binders (specify size)		Stereo paper A4	
Stereo paper A3		Hard Covers	
Soft Covers		A4 cardboard	
Other (specify)			
Total Cost:			