# Accessible Format Request Form, Global Academic Business

**Requestor Name:**

**Job title & Department:**

**Name of Educational Institution:**

**Country:**

**Email address:**

**\*Please complete requested details above, and sign below before submitting this form\***

Oxford University Press will provide an electronic file, in PDF format, for the title(s) listed below, All such file(s) [the \*OUP Materials\*] will be for controlled circulation transfer in alternative format by the educational institution named above [the Educational Institution\*] and is subject to the following conditions:

1. The permission is limited to personal use by registered students /tutors/professors/members of staff who are unable to access standard materials due to a disability, and who have purchased (or had purchased on their behalf by the Educational Institution) a copy of the relevant OUP Material (each, an “Authorized Individual”)
2. The OUP Materials may be stored on a secure computer system for as long as is required to allow the necessary alternative formats to be created. **The OUP Materials, and the alternative formats created from the OUP Materials, may not be made accessible or provided to any person other than the Authorized Individual, whether through an Intranet, in newsgroups, the internet, or otherwise.**
3. If you permit any Authorized Individual to directly use the electronic version of the OUP Materials, the file must be copy-protected or the Educational Institution must take precautions to ensure that he/she does not copy or distribute the OUP Materials to others.
4. The OUP Material must not be adapted, edited, altered, amended or distorted in any way, other than to create the necessary alternative format(s), without our prior written permission.
5. The Educational Institution hereby acknowledges that this permission does not grant any rights to the Educational Institution in the OUP |Materials, other than the limited expressly set forth above, the copyright in the OUP materials will remain with the copyright holder, and any moral rights the author of the OUP Materials may have in the work are respected.

Please sign below, scan and return by email, or send a hard copy to indicate your acceptance of the conditions of this letter.

**PLEASE NOTE: by signing below and collecting the file the Educational Institution is legally bound to comply with the above conditions.**

Signature:

**Files are made available through CoreSource: To access the requested file/s click on the link to download, (files will be available for a limited period).**

Global Business Development

accessibility.resources@oup.com

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Author/Editor: | Pub. Date: | ISBN: |  |
|  |  |  |  |  |
|  |  |  |  |  |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Author/Editor: | Pub. Date: | ISBN: |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |