Student:

Teacher:

Objective/learning goal: The student will be able to independently request a book required for school work

Time: ½ hour

Materials Needed:

Computer/Tablet/Mobile Phone

WiFi Connectivity (www.bookshare.org)

Preselected title (Title, Author, ISBN,)

Accommodations Used:

\_\_\_ Screen Reader

\_\_\_ Magnification Software

\_\_\_ Refreshable Braille Display

\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Extra Time

\_\_\_Verbal Prompting

\_\_\_Physical Prompting

\_\_\_ Teacher Created Checklist

\_\_\_Other Assistive Technology Device: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction:

Sometimes Bookshare will not have a book that a student needs for their coursework on the site. In these scenarios, the student is able to request the book to be added to the Bookshare collection by using the book request form.

Sequence:

1. Identify a book to request
	1. This should be a book that is not available in Bookshare and needed for school. Please use the search to confirm that this book is not available for download on Bookshare.
2. Take note of required metadata for the book:
	1. ISBN
	2. Title
	3. Author
	4. Copyright Year
	5. Publisher
3. Navigate to [www.bookshare.org](http://www.bookshare.org),
4. Navigate to Advanced Search [www.bookshare.org/search](http://www.bookshare.org/search)
5. Navigate to Book Request through hyperlink on the advanced search page: <https://www.bookshare.org/bookRequest>
6. Have student fill out the book request form:
	1. Select YES for Is this book required for school?
	2. Complete Title, Author, ISBN, Publisher, Copyright Year
	3. Complete notes section with relevant information (Course, Date Needed by)
7. Hit submit

Outcome: