

**INSTRUCTIONS FOR COMPLETION OF
SC BRAILLE OR LARGE PRINT TEXTBOOK REQUEST FORM
2009-2010 School Year**

- Book orders for both braille and large print textbooks are due to the IRC by 4:00 PM on April 15, 2009.
 - Orders will be processed in the order in which they are received.
 - Incomplete forms will be returned to the district for proper completion.
- Please note that ISBNs of new textbooks are 13 digits in length. Include all 13 numbers if provided. Some books have both a 10 digit and a 13 digit ISBN. In this case, please provide both numbers.
- Circle or check whether the book is needed 1st semester, 2nd semester or full year.
- SC Title Numbers can be obtained from your school textbook coordinator or by accessing the SC textbook website at <http://www.mysctextbooks.com>. Click on the "What's New" tab at the top of the screen and select 2009-10 Instructional Materials for the list of new adoptions for the 2009-10 school year. SC Title numbers may or may not be provided in this document but specific book information is included here. Detailed instructions for accessing the SC textbooks website are attached.
- Providing search information from the APH Louis Database website is no longer required for textbook requests. However, if a textbook is not found on the Louis database in the medium you have requested, it will take **much** longer for the book to arrive at your school, especially those needed in braille. Student schedules may need to be adjusted to allow time for textbooks to be completed.
- If your student requires a print size larger than 15 point (as determined from a Literacy Media Assessment), indicate that on the order form and we will do our best to accommodate your request.
 - High school level textbooks are rarely available in a font larger than 14 point due to the print size of the original text.
 - First and second grade textbooks are already considered to be large print. If requested, they will be provided under special circumstances only if approved by the State Department. Contact the IRC for information.
- Keep a copy of the book request form for your records and mail or fax (or e-mail with permission from IRC) a copy to the Instructional Resource Center by 4 PM on April 15, 2009.

**INCOMPLETE REQUEST FORMS WILL NOT BE PROCESSED AND WILL BE
RETURNED TO THE SUBMITTING DISTRICT'S LEA CONTACT AND
SPECIAL ED COORDINATORS FOR COMPLETION.**

**INSTRUCTIONAL RESOURCE CENTER
SOUTH CAROLINA SCHOOL FOR THE DEAF AND THE BLIND
355 CEDAR SPRINGS ROAD, SPARTANBURG, SC 29302
Phone: 864-577-7731 Toll Free: 1-888-447-2732 x7731 Fax: 864-577-7742**