



WCBVI Book Request Process

What type of book are you looking for?

Textbook

Step A: Search [Louis Plus](#) to see if the book is available in needed format

- **Yes** - the book is available on Louis Plus in the format needed
 - Proceed to Step B
- **No** - the book is not available on Louis Plus
 - Proceed to Step C

Step B: Is the vendor APH and is your student on the APH census?

- Yes - Proceed to Step C
- No - Proceed to Step D

Step C: Complete the [WCBVI Textbook Request Form](#)

- ISBN must be the student edition, not the teacher edition
- If multiple volumes, provide ISBN for each individual volume, not the set

Step D: Contact the vendor to get a cost estimate.

- Proceed with district purchasing policy to order

Class-assigned or leisure reading material

Contact [Michelle Rueckert](#) to request. Include format needed in request.

OR

Search [Louis Plus](#) to see if it's available from other sources such as Bookshare etc.