



# New York AIM Process

## Accessible Instructional Materials Digital Text

When ordering textbooks, LEA should always request that a NIMAS file be created and sent to NIMAC.

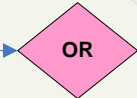


CSE identifies student needing alternative format materials. If it is determined that the student requires digital text, LEA checks:

If student is eligible to access files within NIMAC

If student is not eligible to access files within NIMAC

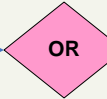
**FOR DIGITAL TEXT**  
Bookshare  
[www.bookshare.org](http://www.bookshare.org)  
Bookshare is an Authorized User of NIMAC for NYS, and will obtain the file.



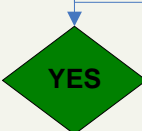
**FOR ACCESSIBLE PDF**  
Typically available from the publisher

LEAs are responsible for providing accessible instructional materials to students with disabilities who need them, regardless of whether the students are eligible to use files from NIMAC.

LEA calls the publisher of the book and asks to purchase the appropriate type of accessible file.



LEA obtains permission from publisher to create/transform existing materials into accessible formats.



**Student receives accessible textbooks.**

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LEA should see if file is available from an accessible media producer. If not, check if it's a NIMAS file; if so, request production from Bookshare. If not, contract with AMP to produce the book.

Contracts with an entity to produce the book in the accessible format required by the student.

**Student receives accessible textbooks.**