New York AIM Process

Accessible Instructional Materials

Braille and Large Print

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

Ongoing Process

CSE identifies student needing alternative format materials. If it is determined that the student requires Braille or large print, LEA calls:

Resource Center for the Visually Impaired (RCVI). Contact Lisa DeSantis: (585) 343-5384, ext 207 to check their library of accessible books.

LEA completes RCVI's blank request form (insert link here)

YES → **Student receives accessible textbooks.**

NO →

RCVI checks other sources including LOUIS Database (www.aph.org/louis/index.html), Library through American Printing House for the Blind (APH – www.aph.org), Bookshare, Library Reproduction Service, etc., from which district can purchase the book.

Note: LEA must know whether or not student is eligible for materials from NIMAC. If student is not eligible, please see the NOTE section.

YES → RCVI informs LEA where to find textbook; LEA contacts owner of textbook and arranges to get a copy of the textbook from owner.

Student receives accessible textbooks.

NO → RCVI contacts LEA and requests hard copy of book be sent to current NYSED vendor for production in Braille or large print. Book is produced.

Student receives accessible textbooks.

IMPORTANT NOTE

If student is not eligible for NIMAC (or for some other reason the file cannot be produced):

LEA calls publisher and requests to purchase the NIMAS file, or otherwise accessible file, directly from the publisher.

LEA must decide if the publisher's available format will work for the student.

- ✓ LEA needs to ask publisher what "accessible" means (e.g. Can it be used by a screen reader? Can it be converted to large print?)
- ✓ Note: The accessible file could either be a file that meets NIMAS or an otherwise accessible file that meets the needs of the individual student.

If the publisher creates a NIMAS or otherwise accessible file:

OR

If the publisher does not create an accessible file or a NIMAS file:

LEA receives file and determines if it is appropriate as-is or requires conversion to appropriate format.

(Conversion to appropriate format can be achieved by NYSED vendor via RCVI or other district vendor.)

Student receives accessible textbooks.

LEA either creates a new contract including NIMAS language, or looks for alternate sources.

Alternate Sources of AIM

A collection of various sources of and resources for Braille and large print.

- ✓ Commercial sources
- ✓ Make your own, consistent with copyright law
- ✓ Other sources