



New York **AIM** Process

Accessible Instructional Materials

Braille and Large Print

When ordering textbooks, LEA/BOCES 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/BOCES calls:

Student receives accessible textbooks.

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

LEA/BOCES completes RCVI's blank request form (<https://www.nysed.gov/sites/default/files/programs/special-education/aph-book-request-form.pdf>).

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

IMPORTANT NOTE

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

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

LEA/BOCES must decide if the publisher's available format will

- ✓ LEA/BOCES 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/BOCES 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/BOCES 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