

## Flowchart for Braille and Large Print

### Ongoing Process:

When ordering textbooks, LEA should always request that a NIMAS file be created and sent to NIMAC. The CSE identifies student needing alternative format materials. If it is determined that the student requires braille or large print, LEA calls:

1. [Resource Center for the Blind and Visually Impaired \(RCVI\)](#). Contact Lisa DeSantis at (585) 343-5384, extension 207 to check their library of accessible books. If the RCVI has the book, they will send it to the student. If the RCVI does not have the book:
2. RCVI will check other sources including the LOUIS database ([www.aph.org/louis/index.html](http://www.aph.org/louis/index.html)), Library through American Printing House for the Blind (APH – [www.aph.org](http://www.aph.org)), Bookshare, Library Reproduction Service, etc., from which district can purchase the book. If the book can be found from these sources, the RCVI informs the LEA where to find the textbook. The LEA contacts the owner of the textbook and arranges to get a copy. If the RCVI cannot find the textbook from these sources, RCVI will contact the LEA and request a hard copy of the book which will be sent to the current NYSED vendor or production in braille or large print. Once production is complete, the student will receive the textbook.
3. If the student is not eligible for NIMAC, or for some other reason the file cannot be produced, the LEA calls the publisher and requests to purchase the NIMAS file, or otherwise accessible file, directly from the publisher. The LEA must decide if the publisher's available format will work for the student. The 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 that the accessible file could either be a file that meets NIMAS or an otherwise accessible file that meets the needs of the individual student.
  - a. If the publisher creates a NIMAS or otherwise accessible 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.) Or:
  - b. If the publisher does not create an accessible file or a NIMAS file, the LEA either creates a new contract including NIMAS language, or looks for alternate sources. Alternate sources of accessible instructional materials include commercial sources or making your own consistent with copyright law.