

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 needs Braille or large print, LEA

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)



Student receives accessible textbooks.



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



RCVI informs LEA where to find textbook owner of textbook and arranges to get a copy from owner.  
Student receives accessible



RCVI contacts LEA and requests hard copy of book be produced in Braille or large print.  
Student receives accessible

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.  
9 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?)  
9 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.

IMPORTANT NOTE