Resource Handout: Accessible Instructional Materials (AIM)

Brief Outline for Student AIM Acquisition

- Student consideration process regarding AIM *(not necessarily in this order)*
    - Determination of need
    - Selection of formats
        - Tasks
        - Environments
        - Preferences, skills, needs
    - Acquisition of formats
    - Selection of supports for use
        - Assistive Technology
        - Accommodations and/or modifications
        - Training (both student and staff)
        - Support staff
        - Repair and upgrade

Consideration process tools:
- AIM Navigator: aim.cast.org/experience/decision-making_tools/aim_navigator
- AIM Explorer: aim.cast.org/experience/decision-making_tools/aim_explorer#.Uk8tZRDDsp0
- SETT Framework: www.joyzabala.com
- MN AT Manual: education.state.mn.us/MDE/EdExc/SpecEdClass/index.html

- Find the appropriate source(s) to match: the student's needed format(s) & student's qualifications (work with Digital Rights Manager (DRM) if available)
    - If applicable, register the student with the source(s)
- Search the source(s) for the students needed books and download/request for student (work with Digital Rights Manager (DRM) if available)
    - If book is not found in the Accessible Media Producer (AMP) source's inventory, search the NIMAC repository; if found, request the file from appropriate Authorized User (AU)
        - If book is not found in NIMAC repository, then some AMPs may accept requests to add books to their inventory
- If books are not available through existing sources:
    - Contact publisher to request accessible format if available
    - Locally create an accessible format in compliance of Fair Use of Copyrighted materials

AIM Acquisition Sources

- **Source Outline**
  - NIMAC (National Instructional Materials Access Center)
    - *Requirements regarding print related disability and IDEA*
  - AMPs (Accessible Media Producers)
    - *General collection – requirements regarding print disability*
    - *NIMAS* sourced collection – requirements regarding print disability and IDEA
  - Specialized Sources
    - *Requirements regarding print disability*
  - Commercial Sources
    - *No qualification requirements*
  - Free Sources
    - *No qualification requirements*
  - Locally Created
    - *Proceed in compliance with Copyright Law: Fair Use*

- **NIMAC (National Instructional Materials Access Center)**

  - *Requirements regarding print related disability and IDEA*

  - A repository for NIMAS file sets of textbooks and related instructional materials purchased after 2006

    - File sets not yet in a specialized format – not student ready

    - Publishers will deposit NIMAS compliant files to the NIMAC **if** Local Education Agencies include wording for this request in their book purchase agreements.

    - Must contact an Authorized User to request a book from the NIMAC
      - aim.cast.org/learn/policy/state/minnesota
      - MN Authorized Users:
        - Minnesota Department of Education
          - Joan Breslin-Larson (MN NIMAC Coordinator)
        - The Communications Center at State Services for the Blind
        - Bookshare for Education
        - Learning Ally

  - Eligibility: student who has a certified & qualifying print related disability and is served under IDEA with an IEP

  - NIMAC Repository: nimac.privatereserve.com/Search.aspx

- **AMPs (Accessible Media Producers)**
  - *General collection – requirements regarding print disability*
  - *NIMAC sourced collection – requirements regarding print disability and IDEA*
  - Bookshare.org
    - Also a MN Authorized User for NIMAC
    - Specialized Formats: DAISY & non-DAISY text, .brf
    - www.bookshare.org
  - Learning Ally (formerly Recording for the Blind & Dyslexic (RFB&D))
    - Also a MN Authorized User for NIMAC
    - Specialized Formats: DAISY & WMA audio books
    - www.learningally.org
  - Communication Center of Minnesota State Services for the Blind
    - Also a MN Authorized User for NIMAC
    - Specialized Formats: **embossed Braille**, **.brf**, **audio**, Dial-In News, Radio Talking Book (RTB), NFB Newsline, and BARD (NLS web library – 24/7 books and magazine downloading).
    - www.mnssb.org
    - Contact: Maureen Creason, Braille Library Technician
      - 651-642-0878; braille.library@state.mn.us
    - Contact: Dan Gausman, Audio Library Technician
      - 651-649-5903; ssb.audioservices@state.mn.us
  - To find more AMP's:
    - American Printing House for the Blind's (APH) AMP directory: www.aph.org/ampdb.htm
    - Louis Database: louis.aph.org/catalog/CategoryInfo.aspx?cid=152
    - Information from AIM at CAST on three AMPs that collaborate with the Office of Special Education Programs (OSEP): aim.cast.org/learn/practice/acquisitiondistribution/aim_amp_guide
  - For more information on AMPs visit:
    - www.nimac.us/accessible.html

- **Specialized Sources**
  - *Requirements regarding print disability*
  - National Library for the Blind and Physically Handicapped (NLS)
    - www.loc.gov/nls/
    - Free membership for those with qualifying print disability
    - Book/material formats: Braille and audio
  - Accessible Book Collection
    - www.accessiblebookcollection.org
    - Annual subscription fee
    - Eligibility: print disability
    - High interest; low reading level
    - Various accessibility methods and program integration
      - Classroom Suite, Clicker 5, Boardmaker Plus! V6

- **Commercial Sources**
  - *No qualification requirements*
  - Internet
    - Downloads from websites
      - Calibre; calibre-ebook.com/
    - Place purchases on websites
    - Device/Software specific sources; Some examples:
      - Amazon Kindle, Barnes & Noble NOOK, iBooks, etc.
  - Book stores
  - Publishers
    - Request purchase of accessible digital versions

- **Free Sources**
  - *No qualification requirements*
  - Internet
    - Website collections such as: Project Gutenberg, Librivox, etc.
  - Libraries
    - Web based library sources
      - Electronic Library for Minnesota
        - www.elm4you.org
        - EBSCO*host*, Britannica, eBook Collection, etc.
      - World eBook Library: www.netlibrary.net/
    - Local county library
      - Resources available within buildings
      - Resources available on website
        - OverDrive
        - 3M
        - OneClickDigital
        - EBSCO*host*

- **Locally Created**
  - *Proceed in compliance with Copyright Law: Fair Use*
  - Convert printed materials into electronic text by scanning materials with an OCR scanner and/or scan & read program
  - Further Creation of Specialized Formats:
    - Text to audio conversion
      - Convert electronic text into an audio file using synthesized speech
    - Modify/customize visual display of text
      - Print or read via computer or electronic device
    - Convert to Braille
      - Embossed Braille/ hardcopy Braille
      - Read etext/digital Braille with a Refreshable Braille Device

Resources for Sources

- National Center On Accessible Instructional Materials At CAST
  - aim.cast.org/learn/practice/acquisitiondistribution
- PACER Simon Technology Center
  - www.pacer.org/stc/pubs/ResourcesforDigitalLiterature.pdf
- National Library Service for the Blind and Physically Handicapped (NLS)
  - www.loc.gov/nls/reference/factsheets/etexts.html
- The University of Texas at Austin
  - www.lib.utexas.edu/books/etext.html
- Candida Martinelli website on eBooks
  - home.wanadoo.nl/cecilia.mccabe/instructions.htm
  - Resources are presented throughout her 6 online lessons; links found in menu on the left side of the webpage
- Special Education Technology Center: Central Washington University
  - www.cwu.edu/~setc/et_resources.php
- Link to 471 places for Free e-books and 91 Places for Free audio books:
  - www.techsupportalert.com/content/50-places-free-books-online.htm
- DAISY Consortium: Multimedia → scroll down to find: "Where do I get DAISY books?"
  - www.daisy.org/multimedia

AIM Topic Sources & Resources

- NIMAS, NIMAC & AIM
  - NIMAS at CAST
    - www.aim.cast.org
  - NIMAC
    - www.nimac.us
  - NIMAC Repository:
    - nimac.privatereserve.com/Search.aspx
  - To find the authorized users of the NIMAC in your state
    - visit: aim.cast.org/learn/policy/state
  - Purchase Accessible Learning Materials (PALM) Initiative
    - aim.cast.org/learn/practice/palm
  - LD Online article: "Accessible Textbooks: A Guide for Parents of Children with Learning Disabilities"
    - www.ldonline.org/article/16308
  - Accessible Instructional Materials (AIM) *Basics for Families*. By: PACER Center and the National Center on Accessible Instructional Materials
    - aim.cast.org/learn/aim4families/aim_basics_families
  - Accessible Instructional Materials (AIM) *A Technical Guide for Families and Advocates*. By: PACER Center and the National Center on Accessible Instructional Materials
    - aim.cast.org/learn/aim4families/aim_families_advocates
  - AIMing for Achievement Series
    - aim.cast.org/learn/accessiblemedia/allaboutaim
  - AIMing for Achievement DVD, by: AIM at CAST
    - aim.cast.org/experience/training/AIMAchvDVD
  - Minnesota Department of Education
    - education.state.mn.us/MDE/EdExc/SpecEdClass/index.html
- AIM Navigator
  - aim.cast.org/experience/decision-making_tools/aim_navigator
- AIM Explorer
  - aim.cast.org/experience/decision-making_tools/aim_explorer
- Video demonstrations of ten different tools to use for AIM
  - aim.cast.org/experience/decision-making_tools/tutorials

- AIM products feature charts:
  - aim.cast.org/experience/decision-making_tools/tutorials/aim_products_chart
  - www.pacer.org/stc/pubs/ComparingTexttoSpeechtools.pdf
  - www.pacer.org/stc/pubs/ScanandRead.pdf
  - www.pacer.org/stc/pubs/DigitalBookPlayers.pdf
- Copyright Law
  - www.copyright.gov/title17/
  - Chafee Amendment
    - www.copyright.gov/title17/92chap1.pdf
  - Resources for thinking about Fair Use:
    - National Center on AIM at CAST aim.cast.org/learn/policy/federal/copyright
    - University of Minnesota Libraries www.lib.umn.edu/copyright/
- National Library Service for the Blind and Physically Handicapped (NLS)
  - Governing legislation, Q&A, etc.
  - www.loc.gov/nls/index.html
  - Print Related Disability:
    - www.loc.gov/nls/eligible.html
    - www.loc.gov/nls/reference/factsheets/readingdisabilities.html
- IDEA Regulations: NATIONAL INSTRUCTIONAL MATERIALS ACCESSIBILITY STANDARD (NIMAS), U.S. Department of Education, Office of Special Education Programs
  - idea.ed.gov/explore/view/p/%2Croot%2Cdynamic%2CTopicalBrief%2C12%2C
  - idea.ed.gov/download/statute.html
  - idea.ed.gov/download/finalregulations.pdf
- Section 504
  - A Parent's Guide to Section 504 In Public Schools. By: Mary Durheim
    - www.greatschools.org/special-education/legal-rights/section-504.gs?content=868
  - Section 504: Legal Foundations of the Right to Accessible Information, American Foundation For the Blind
    - www.afb.org/Section.asp?SectionID=3&TopicID=110&DocumentID=169