



New York AIM Process

Accessible Instructional Materials

Audio and Digital Text



When ordering textbooks, LEA should always request that a NIMAS file be created and sent to NIMAC (see attached materials for [samples of contract language](#)).

Ongoing Process

IEP Team identifies student needing alternative format materials (please see attached materials for [reference during this process](#)). If it is determined that the student requires audio or digital text, LEA checks:

If student is eligible to access files within NIMAC

If student is not eligible to access files within NIMAC

FOR DIGITAL TEXT

Bookshare
www.bookshare.org
Bookshare is an Authorized User of NIMAC for NYS, and will obtain the file.

OR

FOR AUDIO RECORDING

Recordings for the Blind and Dyslexic (RFB&D)
www.rfbd.org
RFB&D is an Authorized User of NIMAC for NYS, and will obtain the file

OR

FOR ACCESSIBLE PDF

Typically available from the publisher

YES

Student receives accessible textbooks.

YES

Student receives accessible textbooks.

NO

LEA should see if file is available from an [accessible media producer](#); if not, check if it's a NIMAS file; if so, request production from Bookshare. If not, contract with AMP to produce the book.

LEAs are responsible for providing accessible instructional materials to students with disabilities who need them, regardless of whether the students are eligible to use NIMAS-derived materials. See [attached resource](#) for a list of sources of AIM.

LEA calls the publisher of the book and asks to purchase the appropriate type of accessible file. See the attached resource for [help with this process](#).

OR

LEA obtains permission from publisher to create/transform existing materials into accessible formats.

Contracts with an entity to produce the book in the accessible format required by the student. Please see attached list of [resources](#) for assistance.

Student receives accessible textbooks.