



The Iowa Department for the Blind (IDB) is committed to ensuring students have the materials they need to succeed. The Iowa Library for the Blind and Print Disabled (Library) and its Instructional Materials Center (IMC) have worked tirelessly on funding solutions in response to the changes made by the Iowa Department of Education regarding the procurement of accessible educational materials for students.

The IMC will continue, as it has for over 30 years, to serve Iowa's schools and students in providing accessible materials in alternative formats.

- The Library provides a large library collection with over 200,000 titles. It also includes over 5,000 educational materials (textbooks and workbooks) available and ready for use at no cost.
- As an Authorized Media Producer (AMP) in Iowa for braille, large print, audio and electronic text formats, the Library and IMC have resources to provide timely, quality, and cost-effective materials to schools for their students.

We are pleased to announce that IDB will be able to help fund some material costs as outlined in the following procedures.

For Braille Materials

- Non-consumable materials (materials that have an ISBN – textbooks and workbooks):
 - The Iowa Department for the Blind will be responsible for the full cost of each project/order if they are returned to the library in good condition including all volumes.
- Consumable materials (worksheets or teacher created materials):
 - The School District will be charged \$4.00 per print page of braille. If the cost per print page is higher than \$4.00 the Iowa Department for the Blind will cover those costs.

For Large Print Materials

- Non-consumable materials (textbooks, literary works):
 - The Iowa Department for the Blind will be responsible for the full cost of each project/order if they are returned to the library in good condition including all volumes.
- Consumable materials (workbooks, activity books, worksheets or teacher created materials):
 - The School District will be charged the cost of the project.

Information for your review about the IMC, request process, procedures, costs and the new Memorandum of Understanding for school districts is available on the IMC site <https://idbimclibrary.blog/>.

Please don't hesitate to contact us with any questions you may have. We want to assist in ensuring students receive the accessible educational materials they need to succeed.

Sincerely,
Instructional Materials Center Team
Iowa Library for the Blind and Print Disabled
Iowa Department for the Blind





Memorandum of Understanding

The Instructional Materials Center (IMC) within the Iowa Library for the Blind and Print Disabled, with the Iowa Department for the Blind (IDB) as the fiscal agent and the Local Educational Agency (School District) Please fill in text box below (LEA/School District) hereby enter into this Memorandum of Understanding.

WHEREAS, this MOU and the accompanying policies and procedures, which are incorporated herein, are designed to provide educators, administrators, teachers, parents, paraprofessionals, and students with strategies for acquiring and using accessible alternate format versions of print educational materials in the classroom.

WHEREAS, IDB and LEA/School District must take reasonable steps to provide educational materials in accessible formats to students with disabilities who need those materials at the same time as other students receiving educational materials.

WHEREAS, the students who will benefit from these alternate formats due to blindness, low vision, physical disability, reading disability, or otherwise not able to read standard print without accommodations through accessible educational materials.

WHEREAS, the IDB is an Authorized Media Producer (AMP) for the state of Iowa. The IMC is designated as an authorized user for the purpose of acquiring the National Instructional Materials Accessibility Standard (NIMAS) file sets to obtain or produce core educational materials in appropriate alternate formats for students who need accessible educational materials.

NOW THEREFORE, the parties agree as follows:

- The IMC will provide and/or procure materials for students with print disabilities who are qualified under the Chafee Amendment (17 U.S.C. §121) or otherwise eligible through an Individualized Education Program (IEP). The IMC will also provide material(s) to LEA for students with Section 504 Accommodation Plans or students with a demonstrated need for accessible educational materials.
- The IMC has the right to refuse requests that do not meet industry standards or collection development guidelines outlined in the procedures document.
- All braille and tactile graphic production will follow the Braille Authority of North America rules. Production of other alternative format materials will follow best practices and industry standards.
- IDB is the fiscal agent and operates the IMC.
- LEAs/School Districts will be charged for shipping costs for materials that are not able to be sent "Free Matter" or electronically due to timeliness of requests.
- The IMC will provide training to LEAs/School Districts on IMC-related items, including:
 - Ordering with the Athena Online Ordering Program and the library catalog
 - Using IMC produced materials

- LEA/School District agrees to comply with and follow the procedures that accompany this MOU prior to requesting or obtaining any materials and/or services.
- IDB agrees to process requests for accessible educational materials through transcription and/or procurement as outlined in the policies and procedures.
- This MOU renews annually unless terminated in writing by either party after 30 days' notice or if significant changes in policies and procedures necessitate a new MOU.



Procedures

Instructional Materials Center – Iowa Department for the Blind

The Instructional Material Center (IMC) and the Iowa Library for the Blind and Print Disabled (Library) at the Iowa Department for the Blind (IDB) are state resources for accessible educational materials (AEM).

Eligibility

The LEAs (School Districts) are responsible for determining a student's Chafee eligibility. The IMC will provide accessible educational materials for students with demonstrated print disabilities.

- A signed Memorandum of Understanding (MOU) will be required of all LEAs that desire to obtain accessible educational materials from the IMC.
- Each LEA will designate an individual to submit requests online through Athena, the IMC online ordering portal.
- Students will also need a completed [Library application](#) on file at the time the first request is placed.
- Eligibility for library services and to receive educational materials in accessible formats, such as braille, large print, audio or electronic formats, shall be determined as follows (Eligibility Criteria is pursuant to 17 U.S.C. Section 121, formerly known as the Chafee Amendment):
 - The student is enrolled in an elementary or secondary educational program.
 - The student is eligible for or is already receiving services through an individualized educational program (IEP) or a 504 Accommodation Plan.
 - The student meets one of the following eligibility requirements:
 - Blindness - student whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.
 - Visual disability - student with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.
 - Physical Disability - student certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations.
 - Reading Disability - student certified by competent authority as having a perceptual or reading disability of sufficient severity to prevent their reading standard print.
- The LEA is responsible to maintain documentation that would support a continued eligible print disability. This documentation may include the relevant pages of the IEP, evaluations, and the report of the competent authority or any other reports or information.
- A signed MOU on file will also give the LEA an institutional account with the Library. An institutional account will provide access to the Book Bundles program and other programming, and access to the collection, including books, equipment/devices, and kits.

Cost

- **Braille**

- Non-consumable materials (materials that have an ISBN – textbooks and workbooks):
 - The Iowa Department for the Blind will be responsible for the full cost of each project/order if they are returned to the library in good condition including all volumes.
- Consumable materials (worksheets or teacher created materials):
 - The School District will be charged \$4.00 per print page of braille. If the cost per print page is higher than \$4.00 the Iowa Department for the Blind will cover those costs.

- **Large Print**

- Non-consumable materials (textbooks, literary works):
 - The Iowa Department for the Blind will be responsible for the full cost of each project/order if they are returned to the library in good condition including all volumes.
- Consumable materials (workbooks, activity books, worksheets or teacher created materials):
 - The School District will be charged the cost of the project.

- **Shipping**

- If the materials are unable to be sent via “Free Matter,” the cost of shipping will be the responsibility of the School District.

For All Orders and Requests

All orders submitted to the IMC will be ordered through the Athena Ordering Portal. An order will include a library application (If needed), pacing guide and original/usable hard copies (if applicable). Orders are due by April 1st of each year. Orders received after this date will be completed in the order they are received.

- The LEA (designated individual) determines which book(s) and materials their student(s) need and which accessible format(s) are required.
- The LEA (designated individual) completes the order in Athena for each student. Any orders submitted outside of the Athena ordering portal will not be accepted. The LEA will be instructed to submit the order through Athena.
 - Access information for Athena can be found at <https://idbimclibrary.blog>
- The LEA is responsible for keeping the Athena Ordering Portal login and password secure.
 - Athena login and passwords shall not be shared.
 - If the LEA believes the username and/or password has been compromised they should contact IMC staff immediately so the account can be reset.
 - IDB reserves the right to terminate the LEAs account if IDB determines the login account has been shared, is being used by another individual other than the authorized individual, or has been compromised.
 - The LEA is required to submit a legible and usable copy with each ordered item. If this is not submitted, the order will not be approved and the LEA will be notified.
- A complete request includes the online order submission, hard copies as needed and a pacing guide for braille orders.
 - Until all criteria for a complete order have been met, the order will remain incomplete and cannot be approved by the IMC.
- Once the IMC has received the complete order, IMC staff will determine if the order meets industry standards and IDB procedures. Once verified, IMC staff will begin procurement or production.
 - Hard copy textbooks or workbooks submitted to the IMC for production purposes will be returned to the LEA if possible, following the completion of each order.

- To ensure prompt delivery of the order, the LEA should verify the address selected for the order.
 - The LEA (designated individual) is responsible to make contact with the student's school office to ensure the school staff is aware of material arrivals, as the IMC ships year-round.

For Braille Orders and Requests

In addition to the items above, the following items are required for:

- PDF files of any online curriculum are required and must be submitted through Athena. Image file types will not be accepted.
- Verify the ISBN connected to the materials is correct.
- A pacing guide is required for all braille orders. The pacing guide will outline the dates and chapter/units required at a specific time during the school year for that student. This allows the IMC to produce braille volumes in advance of the student's needs.
 - IMC staff will develop a production timeline based on the pacing guide information.
 - Pacing guide dates must be accurate.
- The IMC cannot provide braille in customized formats. This includes partially contracted braille.
- The IMC and vendor/contractors used by the IMC follow BANA guidelines regarding tactile graphics. These guidelines can be found at <http://www.brailleauthority.org/tg>. As outlined in sections 11.1.2 and 11.1.3, not all visual graphics can be produced in a tactile format.

Modifications and Cancellations to Orders

Production and procurement will continue until the order is completed or cancelled.

- Notify the IMC as soon as possible to cancel a book, change a student's pacing guide or any other changes.
 - If the IMC receives notice of cancellation for consumable projects after placing the order with a transcriber, the LEA is responsible for covering the cost of the work that has already been completed.
- LEA (designated individual) is responsible for modification notices. They should be emailed to imclibrary@blind.state.ia.us.
- Notify the IMC as soon as possible when the LEA designated individual is no longer responsible for a student they have ordered materials for.

Production/Procurement Timelines

- For complete orders received by April 1st, the IMC will begin production in accordance with the pacing guide submitted.
- Orders received after April 1st will be completed in the order they are received.
- Production after June 1st will be determined based on vendor/contractor capacity.
- Quick Braille:
 - The IMC recognizes the occasional need for last minute braille orders and has established the Quick Braille Program for any orders that are needed throughout the school year.
 - Quick Braille orders should be 10 pages or less.
 - The Quick Braille Program also provides loaner embossers and eReaders to LEAs as needed to assist in quick access to braille.
 - The LEAs (designated individual) must use the Athena Ordering Portal for Quick Braille items.
 - Any modifications to the pacing guide after submission will require the need to discuss alternate arrangements with the IMC, which may have to be made at the cost of the School District.

Distribution, Delivery and Return of Educational Materials

- Educational materials are shipped to the address identified in Athena by the LEA.
 - The IMC will attempt to use “Free Matter for the Blind” as a shipping method, but some orders will require priority shipping.
 - If shipping costs are incurred due to last minute ordering, the School District will be responsible for the cost.
- Braille orders will be shipped starting with the first three braille volumes and subsequent volumes as they are ready or based on the Pacing Guide provided.
- LEA (designated individual) is able to check in Athena to see which materials will need to be returned to the IMC.
- Non-consumable materials must be returned to the IMC/Library in their entirety and in good condition by June 30th.
 - These materials are part of the Library collection and will be made available to other students.

Invoicing

- The LEAs must provide contact information for the individual who is responsible for invoices and payments for the School District and notify the IMC with that individual contact information.
- Invoices will be issued by IDB on a monthly basis.
- The LEAs will provide IDB with any specific information they need for their payment process.
- If a non-consumable item is not returned to the library by June 30th, an invoice for the replacement will be sent to the School District.
- If a non-consumable item is damaged or volumes are not returned, an invoice will be sent to the School District for replacement costs of the item.