

## Policies and Procedures of the Utah State Instructional Materials Access Center

The Utah State Instructional Materials Access Center (USIMAC) is the state resource for accessible alternate format educational materials. USIMAC is committed to assisting administrators, teachers, and students in creating and supporting literacy and numeracy resources and opportunities.

In the 2018 legislative session, funding was granted to cover all costs associated with the current USIMAC cost sharing program. This appropriation effectively eliminates all opt-in costs for all LEAs, starting in July of 2018.

### Eligibility and Orders

The LEAs are responsible for determining student Chafee eligibility. USIMAC will provide alternate format educational materials for students with demonstrated print disabilities.

- A signed Memorandum of Understanding (MOU) will be required of all LEAs that desire to obtain alternate format educational materials from USIMAC.
- The LEA (TVI / Itinerant teachers) annually fills out the Chafee Eligible Referral Form for each student.
  - This form is available online at <https://usimac.org/forms>
  - For security and privacy purposes, please remember to encrypt all forms.
  - Complete the form and attach to an email to [usimacorders@usdb.org](mailto:usimacorders@usdb.org).

Large Print, PDF, Daisy, MP3

All orders received **complete** with order form, Chafee form, and applicable original/ usable hard copies by **April 1st** will be completed by the first day of school. Orders received after this date will be completed in the order they are received.

- The LEA (TVI / Itinerant teachers) determines which book(s) their student(s) need and which accessible format(s) are required.
- The LEA (TVI / Itinerant teachers) fills out the Textbook Request Form for each student.
  - This form is available online at <https://usimac.org/forms>.
  - For security and privacy purposes, please remember to encrypt all forms.
  - Complete the form and attach to an email to [usimacorders@usdb.org](mailto:usimacorders@usdb.org).

- Once the order is received, USIMAC will send an email confirmation.
  - If an email confirmation is not received, please contact the USIMAC Customer Service line at (801) 629-4783 or 4706 to ensure the order was received.
- Submitting a legible, original hard copy textbook with *each* item ordered ensures your order is complete and will be placed immediately in the que as long as all other required criteria have been met.
  - Hard copy textbooks submitted to USIMAC for production purposes will be returned to the LEA (TVI / Itinerant teachers) following the completion of each order, usually at the end of the school year.
  - Please see the USIMAC re-binding limitations found on our website found on our website under the *Guidelines* tab.
- Once USIMAC has received the complete order, USIMAC will begin procurement or production.
  - Until all criteria for a complete order have been met, the order will remain incomplete and therefore will not be produced.
  - USIMAC will follow up with the ordering individual to confirm status of order.

## Braille

In addition to the items above, the following items are applicable to Braille orders.

- Braille orders are converted to volumes by USIMAC in order to produce braille books.
- A **pacing guide is requested** 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 USIMAC to produce braille volumes in advance of that students needs.
- USIMAC cannot provide Braille in customized formats **if the book can be purchased from an outside vendor**.
  - If the instructional materials need to be produced in house, USIMAC will accept limited customizations requests for braille on a case by case basis.
- USIMAC follows BANA guidelines regarding tactile graphics. These guidelines can be found at <http://www.brailleauthority.org/tg/>. Please read through the BANA guidelines including sections: 11.1.2 and 11.1.3 prior to requesting materials with tactile graphics. As outlined in these sections, not all visual graphics can be produced in a tactile format.

- To ensure prompt delivery of your order, please verify the address you have selected on the order form.
  - The LEA (TVI / Itinerant teachers) are responsible to make contact with the student's school office to ensure they are aware of order arrivals, as we ship year-round.
- **Arrangements will need to be made to pick up any returned shipment(s) from USIMAC.** If you plan to pick up your items directly from USIMAC, please schedule an appointment 1 week in advance with shipping/receiving at 801-629-4729 or [jodyn@usdb.org](mailto:jodyn@usdb.org).

## Modifications and Cancellation

Production and procurement will continue until the orders are completed or cancelled.

- Notify USIMAC as soon as possible when you need to cancel a book or your student's pacing guide or schedule has changed.
- All modification or cancellation notices must be emailed to [usimacorders@usdb.org](mailto:usimacorders@usdb.org).

## Production/ Procurement Timelines

Timeline for delivery of order(s):

- Large print, PDFs, most MP3's and Daisy ordered from outside vendors:
  - Varies from 4-8 weeks from the date the complete order criteria has been met.
- Braille Production:
  - Once the order is complete and **received by April 1st**, USIMAC will begin production in accordance with the pacing guide submitted, we will ship the first 3 braille volumes of the book by the first day of school. Subsequent volumes will be sent in advance of that student's needs.
  - Orders received **after April 1st** will be completed in the order they are received. USIMAC cannot guarantee that the first 3 braille volumes will be completed by the first day of school.
  - It is highly encouraged that teachers turn in a pacing guide as soon as they are available to assist us in keeping pace.
  - Please note that if any modifications are made to the pacing guide after submission, it will take a minimum of an additional 8-10 weeks before materials will be received. You may need to discuss alternate arrangements with customer service for your student in the interim.

- Braille Procurement from outside vendors:
  - Once the order is complete, USIMAC will begin the process to procure materials from vendors listed on Louis Database (a national repository for braille textbooks).
  - When procuring materials from an outside vendor, USIMAC does not control outside production and shipping dates; as a result, USIMAC can not guarantee official shipping dates for these items.

## **Distribution, Delivery and Return of Educational Materials**

USIMAC is the **repository and distribution center** for all accessible alternate format educational materials for the State of Utah.

- Educational materials are shipped to the address identified on the original Textbook Request Form.
  - USIMAC will ship all materials "Free Matter for the Blind" when possible.
  - Shipping costs are covered by the program. No additional fees will be charged to the LEA regardless of shipping method used.
  - Orders will be shipped in their entirety as soon as they are completed with the exception of braille materials. Braille orders will be shipped starting with the first 3 braille volumes and then as soon as subsequent volumes are ready until the remainder of the order is complete.
- Textbook reconciliation lists will be sent out in March of the current school year to each LEA (TVI / Itinerant teachers) who submitted the order.
- All non-consumable materials received throughout the school year must be returned to USIMAC no later than **June 30th**. USIMAC does not renew items.
  - A copy of the original Delivery Slip must be included with all returns. If multiple deliveries are sent for the same order, only 1 copy of the order needs to be included with the return.
  - All books must be **returned in complete sets** including all volumes within the same shipment.
  - The entire book will stay on your textbook reconciliation list until the complete set has been returned.

## Invoicing

- If an item is damaged, including interlining of textbooks, or lost during the school year, please alert USIMAC via email prior to the June 30th return deadline.
  - Send email to [usimacorders@usdb.org](mailto:usimacorders@usdb.org).
  - Include in the email any damage or interlining that has been noted by the LEA (TVI / Itinerant teachers).
- *An invoice for the replacement will be sent to all Special Education Directors for any non-consumable items not returned by June 30th*
  - Cost factors will include consideration for older textbooks, damaged textbooks, missing volumes, etc.
  - Invoices will be sent out to all LEAs/ Special Education Directors by mid-October for the prior school year.

**Please note:** LEAs can arrange to order directly from the publisher or producer. LEAs will then be responsible to pay the entire cost of the braille, large print book, PDF, Daisy, MP3, etc.