

## Criteria for NON-ISBN Orders 2022-23

USIMAC produces instructional materials for eligible students throughout the State of Utah. Instructional materials include textbooks and related core materials such as workbooks.

All orders are produced in the order that they are received. In order for USIMAC to deliver accessible textbooks/ materials to the student in a timely fashion, **it is paramount that a complete order be submitted on or before April 1**. The possibility of assuring the timely distribution of accessible textbooks diminishes if the complete order is received after April 1st.

In order to meet the April 1st deadline, a complete order is comprised of:

- A hard copy of the textbook, or
- A clean, text-extractable and accessible digital file of the precise textbook/ material in a format that allows the text to be extracted
  - Images must contain alternative text descriptions
  - For more information on making documents accessible, see: [CSUN.edu/universal-design-center/digital-media-and-documents](https://www.csun.edu/universal-design-center/digital-media-and-documents)
- For teacher-created or born digital core materials for a braille request:
  - The accessible file must be uploaded directly with the online order by selecting “Update book prerequisites” on the order page and uploading the file in the “Order Item Files” section
  - If there are multiple files, files must be batched and named by subject, and broken down into units, chapters, semesters, quarters, etc.
  - The file(s) submitted must be the final edited version of the core content; if changes are made later, the order will be restarted at that time causing significant delays
- A course pacing guide **must** be provided by the LEA to USIMAC prior to the start of the transcription of a braille order. The pacing guide must designate the specific chapters and the dates the chapters will be taught to guide the transcription
- Only student material will be transcribed; please do not order teacher manuals or teacher editions

**Please note:** At the moment, only core content materials can be transcribed; USBE and USIMAC are working to set up a system for transcribing supplemental or teacher-created worksheets.

*USIMAC reserves the right to reject materials that do not follow these criteria or that are not suitable for production in accessible formats.*