



# Rhode Island Materials Access Center

## **National Instructional Materials Accessibility Standards (NIMAS)**

The NIMAS establishes standards to be used by textbook publishers to prepare electronic files of textbooks, which can be converted to specialized formats.

*Linking communities through learning*



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## National Instructional Materials Accessibility Center (NIMAC)

The duties of the NIMAC is to receive and maintain a catalog of the publishers electronic files.

*Linking communities through learning*

## The LEA Responsibilities

- Ensure that all students with *print disabilities* who require specialized formats receive these formats in a timely manner.
- The definition of “timely manner” has been defined as “Delivering those accessible instructional materials at the same time as other children receive instructional materials.”

## The LEA Responsibilities

- The regulation requires the districts to take all reasonable steps to provide those materials at the same time as other children receiving instructional materials.
- When the district purchases or adopts new textbooks and related core materials, the district must request that the publisher provide NIMAS file sets to the NIMAC.

## How do students get electronic files from the NIMAC?

1. The student picks the class he wants to take at his school.
2. The District Liaison (usually the Special Education Director) contacts the RIMAC with all the information about the textbook for the class.
  - a) Title of the book
  - b) ISBN number (student edition)
  - c) Copyright Date

## How do students get electronic files from the NIMAC?

1. The RIMAC will contact the NIMAC and get the files.
2. The RIMAC will put the files into the type of files you need.
  - XML
  - Daisy
  - Text

## How do you get large print books?

1. The student picks the class he wants to take at his school.
2. The District Liaison (usually the Special Education Director) contacts the RIMAC with all the information about the textbook for the class.
  - a) Title of the book
  - b) ISBN number (student edition)
  - c) Copyright Date

## How do you get large print books?

- The RIMAC will coordinate with the districts to get large print books.
- There are 3 ways to get a book:
  - A. Borrowing the book from the RIMAC library
  - B. Order the book from our large print distributor, (the book has been made before)
  - C. Order the book from our large print distributor, but the book has never been made before

## **A. Borrowing the book from the RIMAC library**

1. The District Liaison (usually the Special Education Director) contacts the RIMAC with all the information about the textbook for the class.
  - a) Title of the book
  - b) ISBN number (student edition)
  - c) Copyright Date
2. The School District sends a Purchase Order to the RIMAC for the lending of the book.
3. The RIMAC will send the book to the district before the beginning of school.

**B. Order the book from our large print distributor, (the book has been made before).**

1. The District Liaison (usually the Special Education Director) contacts the RIMAC with all the information about the textbook for the class.
  - a) Title of the book
  - b) ISBN number (student edition)
  - c) Copyright Date
2. The School District sends a Purchase Order to the RIMAC.
3. The RIMAC will order the book from our distributor, they will send the book to the district when produced.

## **C. Order the book from our large print distributor, but the book has never been made before**

1. Send a copy of the book to our large print distributor.
2. The distributor will give RIMAC a price quote, RIMAC will inform the district of the price.
3. The School District sends a Purchase Order to the RIMAC.
4. The distributor will take a digital picture of the book, enlarge it and print the book to the students preference.
5. They will then send the book to the district.

## What types of large print books can we get?

- You can get the font size that you need!
- You can get the book in Black and White or Color!
- The average book size is 9" x 11" closed!

## Things to Remember....

- If the students needs a NIMAS file, the student must be registered with RIMAC first.
- Districts must send Purchase Orders before materials can be ordered.
- ISBN numbers are required to order materials.
- If ordering a new large print book, send the student copy.



## Questions??



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