



Foundation for Blind Children
AIRC/Library
1235 E. Harmont Drive
Phoenix, AZ 85020
www.SeeltOurWay.org

Policies and Procedures 2010/2011

The **Arizona Instructional Resource Center** is designated by the Arizona Department of Education to provide media service to Arizona's students who have a visual impairment or are blind. The AIRC is the state repository for American Printing House materials and a registrar for the Arizona Department of Education.

Eligibility - Students receiving AIRC's media service must have a current registration on file at the AIRC, renewable on an annual basis. The registration form must state an eye report date that is current within 3 years and must document the student's visual impairment, age, grade level, and enrollment in a formally organized public educational program of less than college level. Exceptions for currency of eye report exist for students who have light perception or NIL on the better eye with best correction, as well as for students whose condition is deemed immutable, or whose measurements cannot be determined by an ophthalmologist or optometrist, hence fall in the specifically created category FDB when the student functions at the definition of blindness.

LOAN POLICY

- The types of instructional materials provided by the AIRC are text- and workbooks, in braille or large print, and other adapted instructional equipment including electronic files when available from publishers, as well as literary books. With the exception of items marked as consumable, all materials are to remain the property of the AIRC.
- Instructional **equipment** includes braille-writers, recorders, light boxes and materials, and any other items available on Federal Quota Funds from the American Printing House for the Blind.
- All materials are loaned on a school year basis, i.e., they must be returned at the end of the school year for which they were ordered, unless they are marked consumable. Renewal for another year is possible upon request. Recreational library books should be returned immediately upon completion for re-circulation, but may be extended upon request, checkout time usually should not exceed 4 weeks. All materials requests should be submitted on current AIRC request forms.
- **Textbook Service** includes braille and large print textbooks, workbooks, or state-wide practice tests. There is an annual Textbook Service fee billed to districts per student at the beginning of each school year, but not until the first request is received. **All textbook and workbook requests must be accompanied by a purchase order number**, which may be obtained from the student's school or district administration. **Please note that Textbook Service fees are incurred for textbook renewals and unreturned textbooks, unless the books are marked consumable.**
- **Early ordering is essential** to help ensure the availability of the texts at the time they are needed. However, orders should not be placed until a reasonable certainty exists that the books will actually be used in the school year for which they are ordered. The AIRC cannot be held responsible for late orders.
- The production of new braille or large print **workbooks and practice tests** may not be started until completion of all textbook orders. Statewide standardized tests are not available from the AIRC and braille or large print copies must be ordered by the district test coordinator at the time regular print tests are ordered.
- Music books and sheet music are not usually provided in braille. However, assistance in locating sources for such materials will gladly be given.

PROCEDURES FOR REQUESTING MATERIALS

- **To process a materials request for the new school year, a new Annual ADE Registration Form, accompanied by a current eye report documenting visual measurements for each eye separately, must be submitted with your order, unless it is on file at the AIRC.**
- Materials requests should be submitted on the appropriate AIRC forms. Book orders must be filled out in their entirety. Dates needed must be real dates at least 2 weeks from the submission date. Do not use ASAP to substitute for the date needed.
- In order to avoid delivery delays, all orders for the new school year should be submitted by **April 15.**
- **All text orders must be accompanied by a clean print copy, two copies if a braille book needs to be transcribed from scratch.**
- Print copies that are used for duplication/transcription may have to be cut apart and, upon request, will be spiral-bound by AIRC staff, if feasible, before they are returned.
- **Braille text- and workbooks that are not in the AIRC s collection and cannot be obtained on Federal Quota funds, will be acquired from another source if available. Textbooks and workbooks with a copyright date older than 10 years are not usually transcribed into braille by the AIRC.**
- **All large print orders are produced in-house, unless they are available on Federal Quota funds from the American Printing House, or exist in our collection.**
- **Most statewide tests in special format are available directly from the publishers and should be ordered along with regular print orders placed by school districts.**
- **Accessible text files will be provided if the publisher will make them available to us.**

SHIPMENT OF MATERIALS

Due to a lack of extra storage space on our campus, the AIRC must mail ordered books as they become ready. Thermoform copies and some adapted materials are susceptible to damage through Arizona s extreme heat. Districts are responsible for replacement of damaged materials that become unusable from exposure to heat. Please furnish us with an appropriate summer delivery address. Sensitive and expensive equipment that might be damaged in shipment through the mail or storage, must, therefore, be picked up from, and dropped off at, the AIRC.

RETURN OF MATERIALS TO AIRC

- **At the end of each school year, all books and other instructional materials must be returned to the AIRC, unless they are marked as consumable . If renewed by that date, their loan may be extended by another school year. The annual Textbook Service fee will be incurred for textbooks that are renewed or unreturned.**
- All books should be returned in complete sets and mailed or hand-delivered to the AIRC. Avoid packing volumes of different books in one box, unless you use our original shipping box with details about all contents.
- School districts may be charged a replacement cost for lost, written-in, or badly damaged books as well as for equipment not returned or renewed by June 10 of each school year.

HOW YOU CAN HELP US SERVE YOU BETTER

Please read our separate memo regarding additional procedural hints.

NEW DIRECT LINES FOR AIRC STAFF

Please see our staff information sheet for contacting media center specialists directly.

CUSTOM ORDERS

Please note that we offer custom braille or large print document conversion.

COLOR LARGE PRINT

By default, our textbooks are now in color!