



Requesting APH Textbooks and Textbook Research

One of the services we provide at the WCBVI Accessible Educational Materials (AEM) Center is [obtaining K-12 textbooks](#) available with APH using Federal Quota Funds for children and students who are **formally registered** with the APH Federal Quota Program.

WCBVI AEM Center also [provides textbook research and vendor referrals](#) ([Accessible Media Producers or AMP](#)) to Local Educational Agencies (LEAs) if the requested accessible format of a textbook is not available with APH and if a child or student is **not** formally registered with the APH Federal Quota Program.

Textbook research request process

STEP 1. The district decides as part of a student's IEP to use the textbook and the TVI (Teacher of the Visually Impaired) requests this textbook in an alternative format.

STEP 2. The TVI submits a textbook research request through the WCBVI [Textbook Research Request Form](#). Only an exact ISBN for a specific textbook or workbook should be entered into the Textbook Research Request form. We are unable to search for ISBN numbers for textbooks, since we do not have any access to actual printed textbooks or workbooks.

When a TVI is requesting more information about whether a textbook or workbook has been created into an accessible format through NIMAC, the TVI must confirm the exact ISBN number from the Local Education Agency (LEA) and district Curriculum Director.

STEP 3. WCBVI AEM Center provides research to determine textbook availability in the accessible format requested

STEP 4. WCBVI AEM Center disseminates information based on the research done in Step 3, and provides vendor referral to TVI, LEA, and local district Business Office

STEP 5. If the textbook is available with APH & the child or student is formally registered with the APH Federal Quota Program, WCBVI AEM Center will purchase the textbook using APH Federal Quota Funds.

If the textbook is not available with APH or if the child or student is not formally registered with the APH Federal Quota Program, WCBVI AEM Center will make a vendor referral done in Step 4. In this case, the local district contacts the vendor directly to confirm pricing and follows their local district purchasing procedures to purchase directly from the vendor. *(The vendor may request a hard copy of the textbook or photocopies of the cover and the title page, or the syllabus for project timeline)*

Please see the [WCBVI textbook research request process](#) for step-by-step instructions.

How far in advance should we request textbooks?

We recommend that you submit your textbook research request a year before a textbook is needed (preferably before end of November for a textbook needed in the Fall of the following school year).

Requests for research must take place in a timely manner because Wisconsin students who are eligible for materials in an accessible format **must receive their materials at the same time as their non-disabled peers**. The U.S. Department of Education [August 14, 2006 / Rules and Regulations](#) states that “**timely access** to appropriate and accessible instructional materials [AIM] is an inherent component of a public agency’s obligation under IDEA to ensure that [a free and appropriate public education] FAPE is available for children with disabilities and that children with disabilities participate in the general education curriculum as specified in their [Individualized Education Programs] IEPs.”

In some instances, original formats are highly technical and/or include a high number of tactile graphics and take additional time to convert to an accessible format. To meet the requirement that students who require accessible formats receive their materials at the same time as their non-disabled peers, local educational agencies (LEAs) must be aware of the content of the original formats that need to be converted into accessible formats and obtain educational materials as early as possible. **This process may take up to a year or more to complete, especially when a textbook has never been transcribed into braille.**

Procedure for children and students who are formally registered with the APH Federal Quota Program

1. WCBVI AEM Center will do the ordering if a braille ready file, or .brf, or a braille or large print option is available with APH for students who are formally registered with the APH Federal Quota Program. You will receive an email confirmation when the order has been placed.

APH doesn’t currently emboss anything from their E-Files for a cost. WCBVI AEM Center will work to determine if other national vendors and braille prison programs are willing to work on the project. Otherwise, embossing will have to be done by the stakeholder.

2. If a textbook is not available in an accessible format with any vendor or with APH in [Louis](#), WCBVI AEM Center can submit a custom braille or large print textbook request with APH. The Accessible Textbook Department at APH may take on the project, but advanced planning is critical. **It can take APH up to a year to complete a new transcription project. APH is not able to process new orders with a copyright date older than 5 years.**

WCBVI AEM Center will need the following from you to complete this request:

- a. Photocopies of the front and back cover of the book
- b. Photocopies of the title page and the back of the title page (must include copyright and ISBN information)

3. If the APH accessible textbook department can no longer take on a new project, WCBVI AEM Center will work to determine whether other national vendors and braille prison programs will take on a new braille transcription or whether a large print vendor will take on a large print project for your LEA. New transcriptions in braille are often very expensive. This is the referral that is made and given to districts, so they make their own alternative textbook purchases at the local level. **In some cases, especially when requests arrive late (beyond April), vendors may not be willing to take on new braille or large print projects.**

4. Textbooks purchased using Federal Quota Funds are considered on loan to the district and should be returned to WCBVI AEM Center at the end of the school year. Returned textbooks are available for other districts to borrow, a new Textbook Research Request form is required.

Retention and Disposal of APH Products Purchased with Federal Quota Funds:

- APH products purchased with Federal Quota funds remain the property of the respective Federal Quota account and the responsibility of the Ex Officio Trustee.
- Products purchased with Federal Quota funds revert to the inventory of the Federal Quota account when students exit instructional programs or no longer need them.
- It is the responsibility of the Ex Officio Trustee to discard outdated or unusable products purchased with Federal Quota funds.
- In order to better leverage federal funds, products purchased with Federal Quota funds may be loaned to other Federal Quota accounts.

Procedure for children and students who are NOT formally registered with the APH Federal Quota Program

1. If a textbook is available based on the WCBVI AEM Center research, WCBVI AEM Center will email you the vendor/s contact information. You will need to contact the vendor/s directly to confirm pricing and follow your district purchasing procedures to purchase directly from the vendor. *(The vendor may request a hard copy of the textbook or photocopies of the cover and the title page, or the syllabus for project timeline)*

2. If the textbook is not available with any vendor based on the WCBVI AEM Center research, our AEM Consultant will work to determine whether other national vendors and braille prison programs will take on a new braille transcription or whether a large print vendor will take on a large print project for your LEA. New transcriptions in braille are often very expensive. Once a referral is made, you will have to contact the vendor directly to determine whether they can maintain the timeline you need for your student and to confirm pricing. Purchase Orders and any procurement from LEAs and districts should be made directly to the vendor. **In some cases, especially when requests arrive late (beyond April), vendors may not be willing to take on new braille or large print projects.**

Policies and other useful information

1. **Completing the WCBVI Textbook Research Request Form.** The child or student's name MUST be spelled correctly on the form. Typing the wrong name may result in your order not being processed or a new form being submitted with the correct name. Spelling errors may result in delays in processing and receiving the textbook/s requested.
2. **Email confirmation.** We send email confirmation after we've processed a request. Email will come from Accessible Education Materials accessible.materials@wcbvi.k12.wi.us.
3. **Following up on your requests.** To follow up on your requests, send us an email at accessible.materials@wcbvi.k12.wi.us. To safeguard personally identifiable information (PII), please use student initials instead of full name.
4. **Shipping.** WCBVI AEM Center cannot send email confirmation when textbooks from APH are shipped or expected to be delivered. Textbooks are shipped from APH in Kentucky and WCBVI AEM Center is no longer involved in the process after the order has been placed unless the textbooks do not arrive. Please contact WCBVI AEM Center if textbooks do not arrive.

Textbooks can only be shipped to a school address. Please ensure that you have the correct shipping address before submitting the form as this may cause delays or returns.

5. **Returning loaned textbooks purchased with the Federal Quota Funds:** Textbooks purchased with the Federal Quota Funds are considered on loan to the district and can be returned to WCBVI AEM Center at the end of the school year. This policy excludes workbooks which are expected to be written on by students. Workbooks that have not been used could also be returned.

Partial textbooks can also be returned provided the district is willing to give all the volumes including the other half they own.

6. **Donating textbooks purchased by the district.** You may send textbooks that your district no longer uses and **does not need back** to WCBVI AEM Center with a note that says: Textbook donation from (name of school district). Please keep textbooks that you need back or are planning to utilize the following school year.

WCBVI will loan donated textbooks to other districts. WCBVI or districts borrowing donated textbooks are no longer liable in case of damage or loss.

7. **Requesting a NIMAS file from the textbook publisher** is the LEA's responsibility. A NIMAS file is required for any vendor to be able to produce an accessible format for a textbook. LEAs play an important role in obligating publishers to submit NIMAS-conformant files of textbooks and related core instructional materials to the NIMAC. Here is [a sample procurement language from the NIMAC](#) for LEAs and local districts to utilize when making purchases for curriculum. Please visit the [NIMAC website](#) to learn more about how NIMAC works.
8. **Partial textbook requests.** Please follow the steps mentioned above and the applicable textbook research procedure. Kindly note that many vendors will not accept partial projects.
9. **For teacher-made and open education materials**, please contact WCBVI AEM Center at accessible.materials@wcbvi.k12.wi.us. WCBVI AEM Center will connect with vendors to determine whether they can take on a new transcription project for these types of materials.
10. **WCBVI Instructional Resource Center (IRC).** Central depository of braille and large print textbooks and specialized educational aids for loan. Please contact WCBVI AEM Center at accessible.materials@wcbvi.k12.wi.us for inquiries.
11. **Non-textbooks for recreational reading or professional materials.** Please contact [WCBVI Media Center](#) at 608-758-6118. The WCBVI Media Center's loan period is only eight weeks. Please visit the link above for more information.

Also, many braille and audio non-textbooks are available through the National Library Service (NLS). You can check their catalog at <https://www.loc.gov/nls/>.

To learn more about the Federal Quota Program, please go to the [APH Federal Quota Program website](#).

WCBVI AEM Center contact information

Email: accessible.materials@wcbvi.k12.wi.us

Address: WCBVI AEM Center, 1700 W State Street, Janesville, WI 53546