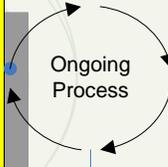




# New York AIM Process

## Accessible Instructional Materials Audio and Digital Text

When ordering textbooks, LEA should always request that a NIMAS file be created and sent to NIMAC (see attached materials for [samples of contract language](#)).



IEP Team identifies student needing alternative format materials (please see attached materials for [reference during this process](#)). If it is determined that the student requires audio or digital text, LEA checks:

If student is eligible to access files within NIMAC

If student is not eligible to access files within NIMAC

**FOR DIGITAL TEXT**  
Bookshare  
[www.bookshare.org](http://www.bookshare.org)  
Bookshare is an Authorized User of NIMAC for NYS, and will obtain the file.

**FOR AUDIO RECORDING**  
Learning Ally  
[www.learningally.org/](http://www.learningally.org/)  
Learning Ally is an Authorized User of NIMAC for NYS, and will obtain the file

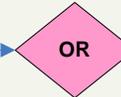


LEAs are responsible for providing accessible instructional materials to students with disabilities who need them, regardless of whether the students are eligible to use files from NIMAC. See [attached resource](#) for a list of sources of AIM.

**FOR ACCESSIBLE PDF**  
Typically available from the publisher

LEA calls the publisher of the book and asks to purchase the appropriate type of accessible file. See the attached resource for [help with this process](#).

LEA obtains permission from publisher to create/transform existing materials into accessible formats.



**Student receives accessible textbooks.**

**Student receives accessible textbooks.**

LEA should see if file is available from an [accessible media producer](#); if not, check if it's a NIMAS file; if so, request production from Bookshare. If not, contract with AMP to produce the book.

Contracts with an entity to produce the book in the accessible format required by the student. Please see attached list of [resources](#) for assistance.

**Student receives accessible textbooks.**