

INSTRUCTIONAL MATERIALS AND RESOURCE CENTER

TABLE OF CONTENTS

Mission	2
Scope	2
Braille Transcription	2
Embossing Braille	2
Tactile Graphics	2
Reproduction of Braille and Tactile Graphics	2
Large Print Production.....	2
Digital formats and Large Type Production.....	2
Equipment	2
Instructional Tools.....	2
Consumable Items.....	2
Purpose.....	2
Overview.....	2
Braille Transcription	4
Tactile Graphics	4
Large Print Production.....	5
Digital Formats and Large Type Production	5
Equipment	5
Instructional Tools.....	6
Consumable Items.....	6

Mission

The DVI Instructional Materials and Resource Center promotes literacy and provides supports by producing and providing textbooks, books, and educational materials in accessible formats.

Scope

Braille Transcription
Embossing Braille
Tactile Graphics
Reproduction of Braille and Tactile Graphics
Large Print Production
Digital formats and Large Type Production
Equipment
Instructional Tools
Consumable Items

Purpose

The IMRC produces and provides specialized educational materials and services that are part of the student's core curriculum and expanded core curriculum (including the items identified in the student's Individualized Educational Plan) to help enable the K12 student to function independently and participate as part of a group whether it be in the classroom, at home, or another functional or community setting.

The educational materials provided are in an accessible format used by the student such as braille, large print, large type, and digital (electronic) formats.

In addition to the educational material, the IMRC also provides specialized tools and equipment to help the student access the material and consume the information within it.

These devices also help the student contribute to the lesson(s).

The non-consumable items (books, materials and equipment) are part of the IMRC's large repositories at DVI and loaned to the student and returned to the repository so that it may be loaned out to another student as quickly and efficiently as possible.

Overview

Requests are made to the IMRC electronically (either internally or externally) for the provision of the following the following materials and/or services:

- Braille Transcription
- Embossed Braille
- Tactile Graphics
- Reproduction of Braille and Tactile Graphics
- Large Print
- Digital formats and Large Type rendered accessible for 21st century assistive technologies

- Equipment
- Instructional Tools
- Consumable Items

The IMRC primarily serves the DVI clients currently active within the DVI Education Program.

Request for Materials

Requests for this population are made through a portal that is made available for approved Digital Rights Managers (DRMs) throughout the State of Delaware at the following address:
<https://www.aimdelaware.org>

Requests through this portal are funneled to the IMRC where the request is further processed to fulfill the order.

IMRC staff check the portal daily for new requests/orders placed by the statewide DRMs.

The Senior Librarian, upon receipt of the request, shall contact the requestor within five business days to ensure that all the required information has been collected and submitted on the request form in order for the IMRC to move forward with fulfilling the request.

If additional information is needed, the request will be placed in a pending state until the IMRC can move forward with fulfilling the order.

Some requests are for materials that are currently in the IMRC repository and will be pulled from inventory and signed out to the student.

If the material needs to be produced in an alternate format (braille, large print, etc.), the IMRC handles the production of this format. The item is added to the inventory of the IMRC repository and then deployed to the student for use.

At times some items may be obtained from a third party. Acquisition from such entities may require additional approval from the Statewide Coordinator for Educational Services.

When the student is finished using the loaned materials for its intended use (while active on the DVI Education caseload) the items are to be returned to the IMRC so that they may be available for sign-out to another student.

All items in the IMRC repositories remain the property of the DVI education program for future use by a student or Itinerant Teacher.

As time and resources permit the IMRC may produce braille and large print versions of administrative materials for DVI usage.

In some cases, the requestor may be billed due to the cost of producing the materials in the alternate format. The requestor will be given a cost estimate prior to production.

IMRC Request Forms

The IMRC has forms used in-house by DVI staff to fulfill requests for books, materials and equipment for instructional purposes:

- Media Request Form
- Equipment Request Form

These forms are used to collect data that is incorporated into the production or acquisition of the required format, equipment or some other form of assistive technology.

The IMRC request forms are to be submitted electronically to the IMRC general mailbox: [DVI IMRC@delaware.gov](mailto:DVI_IMRC@delaware.gov)

If the IMRC receives a request for an item that may incur a cost, then approval from the Information Systems Support Specialist and/or the Statewide Coordinator for Educational Services must be obtained prior to the acquisition of the item.

IMRC Requests for Consumables and Items that will not be returned to the IMRC

An inventory of consumables (example: specialized papers, writing instruments, and specialized tools) are available for teachers to sign out from the IMRC Inventory. These consumables are logged and used to replenish inventory levels.

Braille Transcription

The IMRC provides braille transcription services so that a braille version of the content can be accessed either on paper or devices mentioned above.

The IMRC Media Request form contains the information that the IMRC needs in order to transcribe the content into braille and provide it in the medium needed by the end user.

Requests for DVI K12 students are the IMRC's number one priority. Requests for third parties are handled as time and resources permit so long as there is no negative impact on the production and delivery of braille to the students served by DVI.

Embossing Braille

The IMRC produces educational and instructional materials for tactile access. Generally, the IMRC produces and provides a paper copy of a braille document also known as "hard copy braille".

Tactile Graphics

The IMRC has specialized braille embossers and equipment to create tactile maps, diagrams, text and graphics.

Determining how to represent tactile images is important to ensure a comprehensive learning experience.

The complexity of the information to be conveyed from the image or graphic will help determine whether the output would be more beneficial in one format over another.

There are a variety of techniques that exist which the IMRC can use to produce images in a tactile format – all which rely on the learning objectives of the image.

Reproducing Braille Text and Tactile Graphics

The IMRC has specialized equipment used in replicating hardcopy braille and tactile graphics. This method results in permanent and inexpensive teaching aids and braille copies from a single master.

Large Print Production

The IMRC strives to serve as a resource to produce and provide enlarged print and content for readers who are faced with low vision.

The IMRC may work with designated resources, including volunteers, to accomplish a successful outcome concerning the reproduction of the material in an enlarged format.

Digital Formats and Large Type Production

Occasionally, enlarged content on print is not needed by the end user. Instead, a digital version of the content may need to be customized to meet the needs of the student with low vision. This customized version may be provided on hardcopy paper or provided in a digital format that the student will access using a device or some combination of access technology.

Equipment

The IMRC has a repository of products that cover a broad spectrum of needs for people who are visually impaired, blind and deaf-blind.

These products are designed for infants, preschoolers, and students both in education and daily living.

The IMRC has a great number of items for students and teachers that fall in the below categories:

- Early Childhood
- Core Curriculum
 - English Language Arts
 - Mathematics
 - Science and Health
 - Social Studies: History, Geography, and Economics
 - Fine Arts
 - Business and Vocational Education
 - Physical Education

- Expanded Core Curriculum
 - Communication Modes and Literacy Education
 - Visual Efficiency and Low Vision
 - Orientation and Mobility (Concept Development)
 - Assistive Technology and Electronics
 - Career Education and Transition
 - Self-Determination
 - Daily Living and Social Interaction
 - Recreation and Leisure

Instructional Tools

The IMRC has a variety of professional tools in our repository used by Teachers for the Visually Impaired, Trainer / Educators, and in some cases, family members.

Items include, but are not limited to:

- Assessment Tools and Kits
- Instructional and Informational Videos
- Resources for Parents and Professionals

Consumable Items

The IMRC has a variety of writing instruments, specialty papers, tools to create tactile graphics, special adhesives, pocket folders, binders, activity and work books, and other consumable (sometimes referred to as “disposable”) items that DVI does not expect to be returned to the IMRC repository.