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## USIMAC Accessible Materials Information Sheet

The LEA's Special Education Director is responsible for ensuring adherence to the 1996 Chaffee Amendment to the Copyright Law and with policies established by the Utah State Instructional Materials Access Center (USIMAC). Use of USIMAC services is limited to students with a documented print disability in their IEP/504 accommodation. Under IDEA 2004, students who are blind, visually impaired, have a physical limitation or a reading disability may be qualified to access and use specialized formats under provisions of the Chaffee Amendment to the Copyright Act. Materials received are to be distributed to eligible students that have provided documented evidence of a print disability. Copyright law strictly prohibits copying, sharing or redistributing these instructional materials in any form to any other person.

There are multiple formats available to students with print disabilities. This information sheet lists the most common formats with a brief description of each.

### Braille

In November 2012, the Braille Authority of North America (BANA) voted to adopt the Unified English Braille (UEB) as an official code for the United States. UEB is a revision and extension of the English Braille American Edition (EBAE). In November 2013, BANA, following the UEB Transition Forum consisting of delegates from 31 national organizations, affirmed that January 4, 2016 would be the implementation of the general use of UEB in the United States, replacing the current EBAE code. The United States will also recognize two codes for math, UEB Braille for Math and Nemeth code. The State of Utah has elected to implement UEB for the math code. However, if the IEP/504 team decides that a student's educational needs would be best met by using the Nemeth Braille Code, then USIMAC will transcribe the materials requested in Nemeth. Braille has been internationally accepted as the official communications system for the blind. It provides the fundamentals of reading and writing for the blind, and is the best option for the blind for reading books and other publications. Numerous types of materials both old and new can be transcribed in Braille.

The following options are **Embossed** braille formats:

- **EBAE** - English Braille American Edition, Contracted braille, formerly known as Grade 2 braille.
- **UEB** - Unified English Braille is the official code for the United States, Contracted braille, formerly known as Grade 2 braille.
- **UEB/Nemeth** - Unified English Braille, Contracted braille, Nemeth Braille Code for Mathematics and Science Notation.
- **Nemeth** - Nemeth Braille Code for Mathematics and Science Notation, English Braille American Edition, Contracted braille.
- **UN BR/ EBAE** - English Braille American Edition, Uncontracted braille, formerly known as Grade 1 braille.
- **UN BR/ UEB** - Unified English Braille is the official code for the United States, Uncontracted braille, formerly known as Grade 1 braille.
- **Tactile Graphics** - Tactile graphics are images with a raised surface. They are used to convey non-textual information such as maps, paintings, graphs and diagrams.

The following options described above are also available in **Refreshable Braille (BRF)**, (these digital files can be sent via email link or by mail on SD card or CD). These files are ready to be embossed or downloaded onto a refreshable braille device:

- **BRF/EBAE, BRF/UEB, BRF/UEB/Nemeth, BRF/Nemeth**

## Large Print (LP)

Large print books produced by USIMAC can be softbound or spiral bound and are approximately 11" x 14" in size. They are a direct reproduction of the textbook we receive so the better the copy of the book, the higher quality the large print will be. Please keep in mind that font sizes can only be enlarged about 1-2 sizes from their original font size (for example if you bring a novel in 12 pt font, the max size will end up between 14 -18 pt font). [See Text Size Comparison Card.](#)

### **\*\*PDF**

PDF is an electronic file format that is a digital duplicate of the print book with searchable text. It can be stored directly on many devices, easily transported using a flash drive or CD, and can be viewed on computers and tablets that have software capable of viewing PDF files. We recommend using Adobe Reader for best results on your desktop computer. A PDF can be delivered to you as a whole book in one file, or in separate sections such as units or chapters at your request.

### **\*\*FILLABLE PDFs**

As with PDF files, a fillable PDF is an electronic file format that is a digital duplicate of the print book with searchable text. It can be stored directly on many devices, easily transported using a flash drive or CD, and can be viewed on computers and tablets that have software capable of viewing PDF files. A fillable PDF can be delivered to you as a whole book in one file, or in separate sections such as units or chapters at your request, however this format works best with small workbooks and worksheets. A PDF can be enhanced with fillable boxes, letting students fill in answers and submit a completed assignment for example. Fillable PDFs also have tools for students to draw and type directly into the file -- making the PDF even more interactive. Fillable PDFs work best when all parties using them use Adobe Reader.

### **\*\*DAISY Audio (Digital Talking Book/DTB)**

DAISY books are a more accessible audio format for listeners than traditional audio formats. Better accessibility comes in two forms: enhanced navigation control and readable text with the audio. DAISY books offer easy and rapid navigation. A book can be navigated by such elements as sentence, paragraph, page (including specific page numbers), and various heading levels. It is also possible to fast forward or rewind and to jump back and forth by time increments when using the audio component. DAISY books can be produced by USIMAC as audio only, text and audio, or text only. **\*For in house projects only we don't currently have the capability to produce the following books in DAISY audio: math, maps, atlas, typing or keyboarding type books (we'll e-mail you if this occurs)**

### **\*\*MP3 Audio**

MP3 Audio books are digital files that can be played by most common audio players, assistive technology devices, tablets, phones, and computer audio software. Many of our MP3 books are created by our production team and read by text-to-speech (TTS) software, a computer generated voice. MP3 Audio plays in a linear, track by track fashion, with tracks typically occurring at major text headings such as units, sections, chapters, and sub-headings in the text. **\*For in house projects only we don't currently have the capability to produce the following books in MP3 audio: math, maps, atlas, typing or keyboarding type books (we'll e-mail you if this occurs)**

**\*\*Please note if you would like assistance or recommendations utilizing any assistive technology devices or software, to be able to access different alternate formats (i.e. PDF, fillable PDF, Daisy, or MP3) please contact Quintin Williams with USDB Assistive Technology Department, at [quintinw@usdb.org](mailto:quintinw@usdb.org) or 801-629-4798 for a free consultation.\*\***