



STEPS FOR COORDINATING WITH NIMAC

1. Send “Registration for Accessibility” form by **April 9th**.
2. Send “Request for NIMAS Accessible Materials” form by **May 7th** to RIMAC. Mail, fax or email!
3. RIMAC will check available databases (including NIMAC) and advise the school district on the availability of the book. If the book is available, RIMAC will give information to the district on how to locate the book.
4. If the book is unavailable, RIMAC will instruct the school district to incorporate the new contract language into its purchase order with publishers.
5. The publisher prepares a NIMAS file set and sends it to NIMAC.
6. NIMAC validates, catalogs, and provides secure access to the NIMAS file set.
7. RIMAC is notified electronically that the NIMAS file set is ready.
8. RIMAC downloads the NIMAS file set and converts the book to the alternate format or sends the file to Bookshare for a Daisy download.
9. RIMAC notifies the district that the order is complete and ships the alternate format book to the school district.

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