

INSTRUCTIONAL RESOURCE CENTER (IRC)

# QUICK REFERENCE GUIDE



NEW MEXICO SCHOOL  
FOR THE BLIND & VISUALLY IMPAIRED

*Instructional Resource Center*

1-800-437-3505 • [WWW.NMSBVI.K12.NM.US](http://WWW.NMSBVI.K12.NM.US)

## **New Mexico School for the Blind and Visually Impaired Mission:**

As a leader and unifying entity in the field of educating students birth through high school who are blind or visually impaired, NMSBVI is a state-wide network of services that ensures all students who are blind or visually impaired will become independent productive members of their communities by identifying and providing quality education and collaborating with students, families, and partners to provide outstanding training, resources, and support services.



## What is the NMSBVI IRC?

The New Mexico School for the Blind and Visually Impaired (NMSBVI) Instructional Resource Center (IRC) serves as a statewide lending resource for APH Quota Fund Braille and large print textbooks, as well as other specialized equipment used by students with visual impairments. With its large, on-site inventory, the IRC makes available for loan a multitude of textbooks in Braille and large print for use by students being served in their community school settings across New Mexico. In addition, Braille writers, supplies, and a multitude of other specialized equipment that supports infant to adult students can be borrowed by school districts. APH materials are requested by the school districts/teachers of students with visual impairments through the IRC. Ordering APH Quota Fund materials through the IRC is at no charge to the school district or the student. At the current time, over 1,000 students are served in various educational settings all over New Mexico. They include students deemed legally blind by federal guidelines, as well as those with visual impairments that impact their day-to-day educational needs.

## Have you heard of American Printing House for the Blind (APH) Federal Quota Funds?

APH Quota Funds are based on a federal law called the Act to Promote the Education of the Blind, passed by Congress in 1879, which recognizes that students who are blind or visually impaired require special materials to access the school curriculum. Congress sets aside funds every year so that schools can

order APH materials for students who are blind or visually impaired. Funds are allocated based on a national census of students who meet the federal definition of blindness, have an educational program that meets the guidelines, and have a written educational plan (IFSP or IEP.) The funds can only be spent for items available at the American Printing House for the Blind and can only be used to purchase items for qualifying students. APH materials support all age ranges from infants to adults, and may support the core curriculum or the expanded core curriculum. As long as funds are available, the IRC will honor any reasonable and legitimate request for materials and equipment approved by the designated contact person in each district.

NMSBVI has been designated as the agency responsible for overseeing the APH Quota account funding for the state of New Mexico. The law is very inclusive in regards to eligibility; there is NO chronological age requirement. It includes all public-school students who are blind/visually impaired, as well as infants and toddlers in early intervention programs, students in parochial and private schools, students who are homeschooled, and adults in qualifying agencies. Eligible infants and preschool children can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan. Each school district is responsible for reporting the number of students who are blind/visually impaired that are in attendance on the first Monday of each January.

### **Which Students are Eligible for APH Federal Quota Funds?**

In order for students to be eligible for registration in the Federal Quota Program, they must meet the following requirements:

- Students must meet the definition of blindness – central visual acuity of



20/200 or less in the better eye with correcting lenses, or a peripheral field no greater than 20 degrees. This diagnosis is determined by a doctor, who provides a written eye report. The eye report must be within the last three years, except in the case of a student who has no vision (NIL) there is no date limit. Or.....

- Students must function at the definition of blindness – which indicates blindness due to a brain injury or dysfunction. A student whose visual performance is reduced by a brain injury or dysfunction may be considered blind for educational purposes when visual function meets the definition of blindness as determined by an eye care specialist or neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.
- Students must be enrolled in a formally organized public, private, or non-profit educational program below college level.
- They must be enrolled with the registering school or agency on the first Monday in January.
- There is no chronological age limit for eligibility.
- Adults must be receiving a minimum of 20 hours per week of instruction in an educational program below college level. For these purposes, an adult is a student over school age as determined by state law.
- There must be a written individualized educational plan for each student registered. This is a verification that the student is in a formally organized educational program and the written plan reflects the need for specialized materials due to a visual impairment.
- **MOST IMPORTANT** – Registrations **MUST** be submitted by the deadline listed in the APH instructions!!!





## **What about the students who do not meet federal guidelines but have a visual impairment that adversely affects learning?**

These students may still need to have adapted materials in order to succeed in the classroom. They are covered through provisions in IDEA based on educational needs for individual students. Visual impairment, including blindness and partial sight, means an impairment in vision that, even with correction, adversely impacts a student's educational performance. These students are eligible to receive items already shelved in the NMSBVI IRC as long as they have a current Supplemental Registration (SR) Form on file. This supplemental registration is also done through the student's home school district. Although NMSBVI cannot purchase new materials for non-APH qualifying students, books and kits that have been returned to the IRC can be loaned if available.

## **Designated Contact Person**

Each school district or agency has one designated contact person. Materials transactions and all questions regarding requests are processed through this contact person. The contact person is responsible for requesting, receiving, disbursing, and returning all borrowed items. This person may be the special education coordinator, the agency administrator, or another person designated by the school district. Requests must be approved and signed by the designated contact person. After an order has been placed, questions often arise, even during summer months! It helps tremendously to have a phone number where the contact person can be reached both during school and during the summer months.

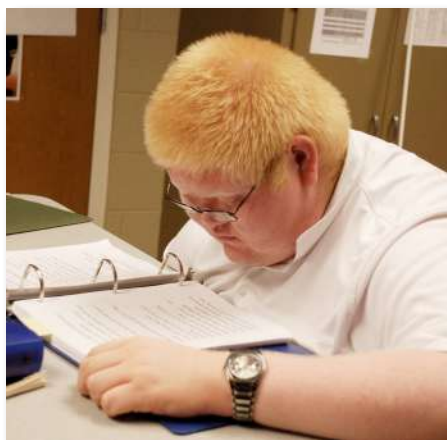


*Please help us  
to serve you better....*

# ORDER EARLY!

## How to Order Materials:

- An Equipment, Material & Supply Order Form (available on the NMSBVI web site under “VI Resources”, “Instructional Resource Center and New Mexico Repository”) is received by the Instructional Resource Center, either by fax, snail mail, email, or hand-delivered. Request forms must be filled out completely and legibly and must include:
  - The qualifying student’s name, the school district and address
  - The requesting teacher’s name
  - The item description, catalog number, page number, and price as found in the APH catalog
  - The district’s contact person must approve and sign the form. (Each school district has a designated contact person, contact your local administration to find out who your contact person is.)
- IRC staff will perform a search for the materials to see if the items are available from the IRC inventory. If so, the item will be shipped the same day or the next day. If not.....
- The item will be ordered from APH. When it arrives at NMSBVI IRC, it will be added to the inventory and shipped to the requesting district.
- The requesting school district will receive a fax from the IRC regarding the status of the order, and again when the items are shipped.
- A packing slip will be enclosed with the order.
- If the IRC does not receive news to the contrary within 10 working days, we will assume your district received all items. If packages are not received in a timely manner, please notify the IRC immediately!



## How to Order Books:

- A Textbook Request Form (available on the NMSBVI web site under “VI Resources”, “Instructional Resource Center and New Mexico Repository”) is received by the Instructional Resource Center, either by fax, snail mail, email, or hand-delivered. Request forms must be filled out completely and legibly and must include:
  - The qualifying student’s name
  - The ISBN number and copyright date from the student edition of the textbook (not the teacher’s edition!)
  - Designate the reading medium – Braille or large print
  - The district’s contact person must approve and sign the form. (Each school district has a designated contact person, contact your local administration to find out who your contact person is.)
- IRC staff will perform a search for the book to see if the book is available in Braille/large print, and if so where the book can be obtained. The first step is to look at our own IRC inventory to see if we have a copy of the book. If so, it is shipped out, typically the same day or the next day. If not....
- The IRC staff will do an outside search for the book. If it is available from the American Printing House for the Blind, it will be ordered from them, added to our inventory, and then shipped to the requester. If not....
- If the book has been Brailled by any agency in the United States, the NMSBVI IRC cannot reproduce it due to copyright laws. The book must be purchased from the agency that originally transcribed the book. The IRC staff will notify the requesting school that the book is not available through the NMSBVI IRC and provide information as to where the book can be purchased. At this point, it is the requesting school’s option to purchase the book from another vender.
- If the book has never been transcribed, a request can be made to the NMS-





BVI Braille Production Center to transcribe the book.

- Please note that transcription of a textbook can take up to a year. Please order textbooks as early as possible to ensure that students receive books on time.

### **Please keep these things in mind when requesting items:**

- Check with the IRC before purchasing items for students. The IRC may be able to fill your needs from the shelves, or purchase items from APH Federal Quota funds for eligible students, saving your school's special education dollars!
- Order early! The beginning of the school year is always chaotic! Ordering early will give the IRC time to fill your order, as well as get in touch with the school contact person if problems or questions arise. Also remember, that textbooks can take extended time if they have not been previously transcribed. The IRC does process orders during the summer as well, so if you know what you will need for the upcoming year, order it at the end of the year to have a better chance of having it available at the beginning of the next year! We work very hard to ensure that books and materials are shipped in a timely manner.
- Please fill out request forms completely, make sure the student's name is listed, and the contact person signs it. The forms are available on the NMS-BVI website and can be filled out on the computer and printed.
- When ordering from the APH catalog, please use the most current catalog. You can order an APH catalog from their website ([www.aph.org](http://www.aph.org)) or you can call the NMSBVI IRC (800-437-3505 ext.4493) to request one.



## Renewing Loans and Returning Materials to the IRC:

All items on loan from the IRC are due back at the end of May of that school year. However, loans can be renewed if the items will be needed for the next year. Remember, all items on loan from the IRC are checked out to the designated contact person for each district. That person is responsible for making sure that all items are returned or renewed. Each February, a list of textbooks and equipment on loan to a school district or agency is mailed to the contact person, along with instructions on how to renew or return items.

### *For renewal:*

- All items must be renewed in writing by faxing the list back to the IRC (575-439-4498) with “Renew” written next to the items to be renewed. The form must be signed and dated by the contact person.

### *For return:*

- All equipment and books loaned for the current school year have a due date of May 31st. Items on loan from the NMSBVI IRC are checked out in the name of the designated contact person, and it is their responsibility to make sure they are returned, even if the student leaves that district. Please do not transfer items to another school district with the student, rather return them to the IRC.
- Materials and equipment may be mailed to the IRC at no cost if the package is labeled “Free Matter for the Blind.” Please note, that items shipped in this manner cannot be traced if they are lost in the mail and cannot be considered returned until they arrive and are checked in through the IRC library. However, if you wish, items mailed “Free Matter for the Blind” can be insured for a nominal fee through the U.S. Post Office making them traceable if they should get lost in the mail.



- A list of overdue items not returned by the first of June will be faxed or mailed to each school district/agency. It is important that items that are not renewed be returned so that these items can be placed on inventory and are available to other school districts and students.
- Consumable items, such as handwriting and Braille paper, will not show up on your list and do not need to be returned.
- When returning broken items (such as Braille writers) please include a note stating the problem.
- All returned items should be mailed to:

**NMSBVI Instructional Resource Center**

**1900 N. White Sands Blvd., Alamogordo, NM 88310**

**ATTN: Kathy Danley, IRC Materials Specialist**

## Things to Remember:

- Returning items in a timely manner will ensure that more students will be able to reap the benefits of the materials and equipment available through the IRC.
- If a student leaves a school district, the items on loan through that district should be returned to the IRC. Do not transfer the items to the new district with the student. The new district will be able to request materials and supplies for that student.
- If your district enrolls a student mid-year, a Supplemental Registration Form will need to be filled out and sent to NMSBVI IRC (even if the previous school filled one out.) Upon receipt of the new SR form, the IRC will accept requests for the student in their new district.
- If it is determined that a student would benefit from having two Braille writers (for instance, one in the classroom and one at home) the contact person



may request more than one, and every effort will be made to fill this request. The responsibility of returning both Braille writers remains with the school district/agency.

- When returning volumes of Brailled books, please mail all volumes together at one time. Please check for missing volumes prior to mailing to make sure book sets are complete. A book is not considered checked in (and cannot be loaned out again) until all volumes of the set are returned.

## IRC Handbook and Ordering Forms Online:

1. Go to the NMSBVI website: [www.nmsbvi.k12.nm.us/content/irc.htm](http://www.nmsbvi.k12.nm.us/content/irc.htm)
2. Click on VI Resources at the top of the page.
3. Click on Instructional Resource Center, you will find the forms here.
  - Equipment, Material & Supply Order Form
  - Supplemental Registration Form
  - Textbook Request Form
  - NM Repository Book Form

Finalized forms can be printed, signed, and faxed to NMSBVI IRC at 575-439-4498, or can be filled in and e-mailed as an attachment by the designated contact person (it must come from their e-mail address) to [KathyDanley@nmsbvi.k12.nm.us](mailto:KathyDanley@nmsbvi.k12.nm.us).

## IRC forms are always available online!

**NMSBVI IRC ~ Equipment, Material & Supply Order Form**  
(Please use one form per student)

**NMSBVI IRC ~ Supplemental Registration Form**  
Required Annually for ALL Students Served by the IRC.  
(This to be combined with the annual Federal APRI (Assess Recourse))

**NMSBVI IRC ~ Textbook Request Form**  
Please use a separate form for each student and each book.

**New Mexico Repository (NMR) Book Form**  
To be filled in by library working in house for book at the NMR. Please submit this form (NMR) sending books, enter a response form for each book request. After receiving approval, please include a copy of this completed form in subsequent shipments to the NMR. Please fill NMR and send your books as indicated in the following.

Please fill in this form electronically, then fax to: (575) 439-4498, or email to: [nmsbvi@nmsbvi.k12.nm.us](mailto:nmsbvi@nmsbvi.k12.nm.us)  
Questions? Please call IRC, Kathy Danley, at 575-439-4477.

Book Title (checkboxes ONLY, please): \_\_\_\_\_ Copyright: \_\_\_\_\_  
 Publisher: \_\_\_\_\_  
 ISBN (Required): \_\_\_\_\_ Format: ☐ Braille ☐ Large Print  
 Total number of volumes (including all supplements): \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 School District Submitting the Book: \_\_\_\_\_  
 Street or Box No.: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_  
 E-Mail address: \_\_\_\_\_  
 Name of School Representative Submitting Book: \_\_\_\_\_ Date: \_\_\_\_\_

For New Mexico Repository Use Only:  
☐ Your Book has been received at the NMSBVI IRC Repository and will be made available for use by other schools / agencies.

For more information,  
please visit us at  
[www.nmsbvi.k12.nm.us](http://www.nmsbvi.k12.nm.us)

## Conclusion:

For more than a century, the Act to Promote the Education of the Blind has been affecting change in the lives of Americans who are visually impaired. Through materials that range from accessible books to fine motor development materials, from braille writing equipment to talking computer products, and an outstanding network of IRC staff and school districts, APH and the Act address the specific learning needs that a vision loss creates. It is the purpose of the Act and its Federal Quota Program to place the most appropriate educational aids, tools, and supplies in the hands and lives of each person who is visually impaired. The NMSBVI IRC staff is dedicated to providing those materials to students throughout New Mexico to allow them every opportunity to be successful in their educational setting.

If you have any questions regarding the APH Quota Funds or the products and services provided by the NMSBVI IRC, or if you have a student with a visual impairment and would like to know if there is anything out there that could possibly be of benefit to help that student learn, please do not hesitate to call the IRC. We are full of innovative ideas and would be happy to assist you in determining the best approach to learning!

## Please feel free to contact us.

- Cheryl Petree ~

NMSBVI IRC Supervisor, Teacher of the Visually Impaired

Phone: (575/800) 437-3505 ext. 4438

Cell Phone: (575) 430-3102

Email: CherylPetree@nmsbvi.k12.nm.us

- Kathy Danley ~

NMSBVI IRC Instructional Materials Specialist

Phone: (575/800) 437-3505 ext. 4437

Email: KathyDanley@nmsbvi.k12.nm.us

- Lisa Meisch ~

NMSBVI IRC Instructional Materials Specialist

Phone: (575/800) 437-3505 ext. 4493

Email: LMeisch@nmsbvi.k12.nm.us

*You can also visit our website at [www.nmsbvi.k12.nm.us](http://www.nmsbvi.k12.nm.us).*

*The NMSBVI IRC is under the VI Resources tab.*

*Please help us  
to serve you better....*

**ORDER EARLY!**



# Notes...



## ***Please Remember:***

Make sure that students are registered during the APH Federal Quota Funds census in January (check with your Special Education director) and have a Supplemental Registration Form (available on line at [www.nmsbvi.k12.nm.us](http://www.nmsbvi.k12.nm.us)) filled out with the IRC or they will be ineligible to receive materials.





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