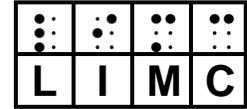




LOUISIANA INSTRUCTIONAL MATERIALS CENTER
FOR THE BLIND AND VISUALLY IMPAIRED
1230 Government Street
Baton Rouge, LA 70802-4839
225-219-1686 Depository 225-219-1684 FAX
Limc1@lsvi.org



LIMC POLICY STATEMENT

The Louisiana Instructional Materials Center (LIMC) for the Blind and Visually Impaired maintains a depository from which eligible, registered patrons are provided with braille and large print texts and other educational materials. LIMC also administers Federal Quota Funds through the *Act to Promote the Education of the Blind* for materials available through the American Printing House for the Blind, including specialized paper for Braille and large print users, educational kits and learning tools for the visually impaired and professional publications and guides for VI Teachers. Perkins Braillewriters are available for use by Braille-using students. The following policies govern the operation of LIMC.

Ordering: *LIMC will only provide Large Print or Braille for State Adopted Books.* All orders must go through the Local Education Agency (LEA) textbook coordinator and adhere to the **AIM policy**. Materials orders for the school year starting in August should be submitted to the LIMC **no later than the preceding April** (earlier for Braille). The earlier you order, the better chance you will have of receiving your materials on time for the beginning of the school year. **Educational Materials Order Form** is used when ordering paper, kits, educational aids, brailers, etc. from the product selection of the American Printing House for the Blind. LEA's or VI teachers may continue to fax these orders to LIMC.

Special Issues with Braille and Large Print Materials: Braille materials are in multiple volumes, special care should be exercised in keeping track of these volumes so that they do not become lost or misplaced. These texts are expensive to purchase, and it is the responsibility of the student and the school system to use the texts appropriately and return them complete and in good condition.

Availability of large print workbooks, practice books, chapter tests, etc., varies greatly from that of textbooks. Large print ancillaries are often not available from commercial vendors. LIMC will often request inkprint copies for these materials for custom production; however, in many instances, local school systems will choose to produce these materials on their own photocopier.

Textbooks and materials for Grades K to 2 are most often printed in very large type (larger than normal "large print"). Students with low vision can usually use these regular textbooks with little difficulty. Therefore, for this reason, Materials for these grade levels are generally not available from commercial vendors.

LIMC will order contracted Braille edition of books.

LIMC will order National Editions instead of State Editions when needed.

Returning Materials to the LIMC: The LIMC operates as a lending library for textbooks sent to local schools. Textbooks should be returned at the end of the school year.

Near the end of the school year a status report of materials currently checked out by the school system will be sent. At that time the school may request to renew an item for the next year. We ask that the school note the student the item will be used for and that paperwork be returned promptly so our database may be maintained correctly.

At the end of the school year, all items which have not been renewed for the next school year need to be collected, packaged, and shipped back to 1230 Government St. in Baton Rouge (you may use **Free Matter for the Blind**). Please do **not** wait until the start of the next school year (i. e. August) to return materials; this allows us to re-circulate items to other students and prevents us from having to purchase new copies to fill orders. Please make sure the books being returned have all their volumes, as incomplete books cannot be re-circulated to new students.

LIMC is a lending library for Large Print/Braille books. LEA's may be held responsible for damaged materials. These books are expensive and the provisions for LEA accountability can be found in § 523 Reasonable and Proper Care for and Control over Textbooks and Other Materials of equipment. (See also Bulletin 741).