

2018-19 Vision Resource Center Handbook

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Welcome back to school! The staff at the Vision Resource Center (VRC) at North Dakota Vision Services/School for the Blind has been hard at work all summer in order to ensure that you and your students and clients have access to all the materials and services you need.

If you are looking for professional resources, leisure reading materials, textbooks, adaptive and educational aids, or if you simply have a question about what resources are available to you, please reach out to us. Our materials are free to all eligible teachers, students, and clients throughout North Dakota.

One change we want you to be aware of is that the Talking Book Machine Lending Agency is no longer housed at NDVS/SB. The machines will now come out of the State Library (NDSL), along with the books on cartridge. We will, however, be working closely with NDSL to make sure our patrons are connected to them.

Please refer to this handbook throughout the year as a reminder of what we can do for you. We also invite your questions via phone, email, or in person.

Have a great school year!

Find more information about the VRC on the following pages.

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Library

The library within the VRC has a wide variety of materials for leisure, educational, and professional reading needs. The library houses:

- twin vision children's story books;
- braille and large print chapter books;
- braille and large print adult leisure reading materials;
- audiobooks;
- descriptive video DVDs;
- professional resources for vision teachers, parents and families, special educators, and students studying to be vision professionals.



For more information about the library, or to request materials, contact Emily Stenberg.

Special Collections

The VRC also houses a few special collections of materials, including:

Deaf/Blind Sensory Library

This professional collection of current resources is funded by the North Dakota Dual Sensory Project. Educators, medical professionals, and parents and families can access these materials, which focus on a variety of topics surrounding dual sensory loss. Contact Emily Stenberg to request materials or for more information about this collection.

3D Model Collection

Our 3D model collection is growing and currently includes over a dozen tactile models focusing on science, math, and social studies topics. These models allow students and clients to engage tactually with structures and figures that they are learning about.



Models can also be printed on request. Contact Leslie Pederson to request a model be created for your student's needs. Contact Emily Stenberg to have a model from the current collection sent to you.

Sensory Education Library

This collection allows parents and teachers to borrow educationally stimulating toys, switches, and other sensory learning equipment. Items in this collection are checked out via recommendations from vision professionals. For more information about the Sensory Education Library, please contact Lori Foley.

Vision Assessments Collection

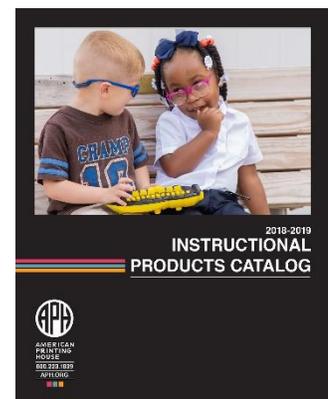
Assessments are provided to vision professionals to use when evaluating visual acuity and functioning. These charts, kits, and other items may be needed for a Learning Media Assessment, Functional Vision Evaluation, or other vision or intelligence testing. Contact Emily Stenberg for more information about the Assessments Collection.

APH

The American Printing House for the Blind (APH) manufactures educational, workplace, and independent living products for people who are visually impaired. At the beginning of each year, every state conducts a census of visually impaired persons to determine the amount of APH's federal funds it will receive for the coming year. These quota funds are then used throughout the year to purchase textbooks and adaptive and educational aids for eligible students and adult clients. If you are a service provider, watch for information about the census in January to ensure all eligible North Dakotans are counted.

APH Adaptive Aids and other Educational Aids

The Vision Resource Center keeps many educational/adaptive aids from APH on hand, and these can be requested for any eligible student in North Dakota. These items include braille paper, tactile rulers, stickers, signature guides, student workbooks, etc. All items found in the APH catalog can be requested for eligible students. If an item is not on hand, and the item is deemed educationally necessary, it will be ordered and paid for with quota funds, as long as adequate funds remain. *Please note that funds are limited and no request is guaranteed.* To search for APH products online, visit www.shop.aph.org. For more information about APH products or to request materials, please contact Lori Foley.



Adapted Textbooks

Regional coordinators, vision teachers, and regular classroom teachers can all request textbooks in alternative formats for eligible K-12 students. These orders can be placed at any time during the year but please order as early as possible, because *4-6 weeks of production time may be necessary*. It is suggested that textbooks needed for the following school year be requested before May 31.

When requesting a textbook, please include the following information:

- student's name
- complete title of textbook
- publisher
- copyright year
- ISBN (ensure that this number comes from the *student* edition of the book)
- format needed (large print, braille, e-book, audio, etc.)



The flowchart on page 8 illustrates the process that is followed after a textbook is requested. There are many avenues that can be used to obtain a textbook, and we will do our best to provide you with all the options that are available so that you can make the best choice for your student.

If a book is purchased from APH, quota funds are used.

If the book is not available directly through APH, an Accessible Media Producer (AMP) can be assigned, and that entity will create the textbook in the requested format. Conversely, the Braille Access Center (BAC) at NDVS/SB may also create the requested book on a first-come, first-served basis. If an AMP or the BAC creates the textbook, the school district is responsible for paying for the book's creation.

Note that all textbooks paid for by quota funds or that were loaned out through NDVS/SB need to be returned to NDVS/SB at the conclusion of the school year, or when the book is no longer needed by the student.

Braille Access Center

NDVS/SB's Braille Access Center provides braille and large print materials to organizations, businesses, schools, and individuals who need information in an alternative format. Restaurant menus, church bulletins, newsletters, and personal correspondence are some examples of what the BAC produces in braille or large print formats. This service is provided at a reasonable cost.

To estimate the cost of your braille project (such as a textbook):

- Expect each print page to equal approximately three braille pages.
- Figure approximately \$1.25 per braille page.
- Be aware that complexity of the material affects cost. Tables and other special formatting will be more costly than straight text.
- Be aware that submission will affect cost. Material that must be scanned or entered by keyboard will cost more than material received in electronic formats.

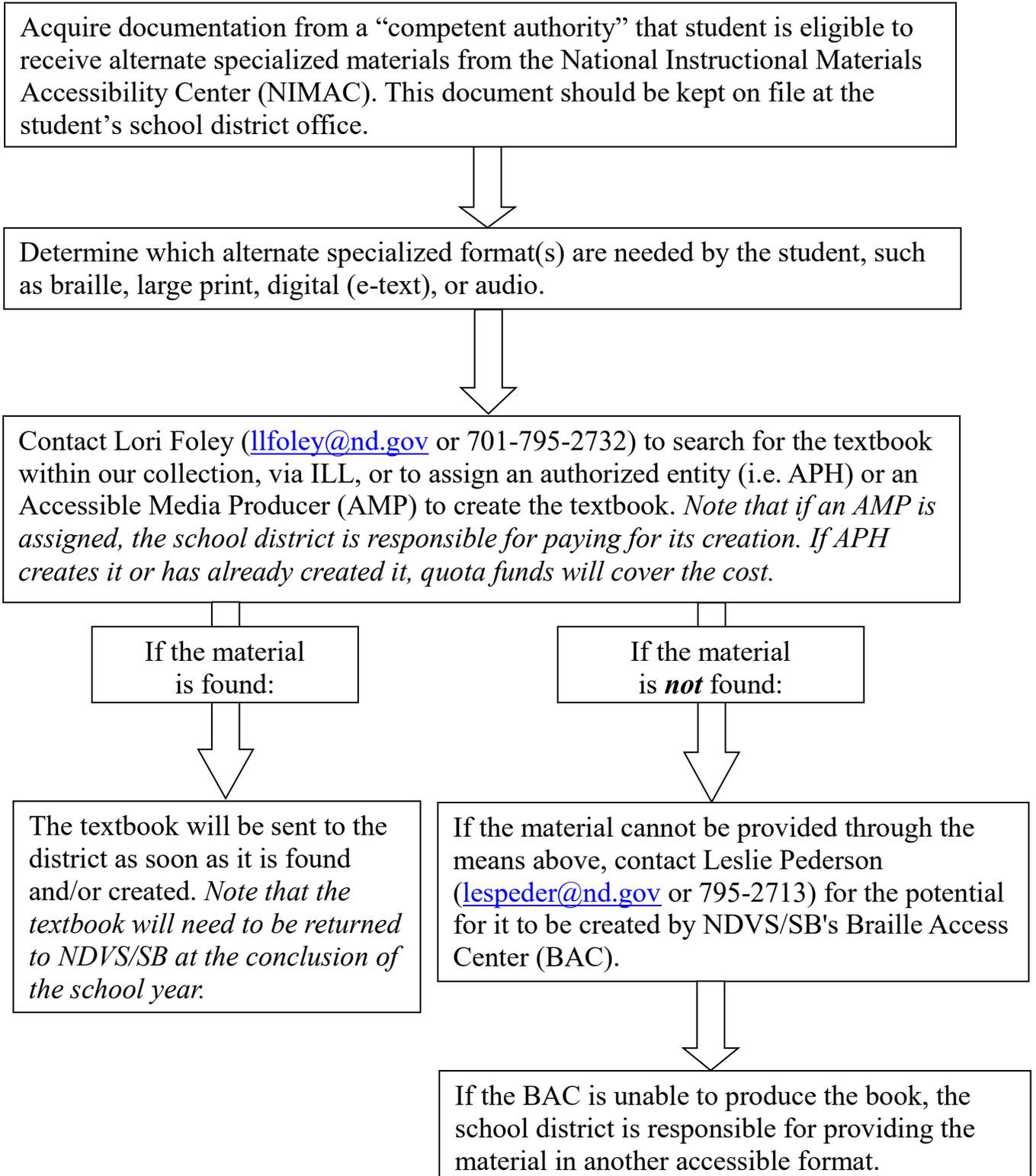
Other materials, such as menus, church bulletins, newsletters, personal correspondence, etc., will cost:

- \$15 per hour
- Plus 15¢ per braille page
- \$3 per volume for comb binding and labeling

If you have any questions about producing documents, or about the Braille Access Center in general, contact Leslie Pederson.

HOW TO ACQUIRE TEXTBOOKS FOR ELIGIBLE STUDENTS

We realize that the process of obtaining textbooks for BVI students can be confusing. Please refer to this page when you are needing to acquire textbooks for your student. We also invite you to call NDVS/SB with any questions you may have about the process.



Additional Resources

The following online resources may be of use to you, either as a vision professional, a special education teacher, or a parent/family member of an individual who is visually impaired.

[Bookshare](#) – Free, downloadable books, including textbooks, for eligible students and adults

[Learning Ally](#) – Making reading accessible for all

[Seedlings](#) – Braille books for children

[Paths to Literacy](#) – Information for families who are affected by a visual impairment

[National Library Services for the Blind and Physically Handicapped](#) (NLS)

[Talking Book Program at the North Dakota State Library](#)

[National Instructional Materials Access Center](#) (NIMAC)

[American Printing House for the Blind](#) (APH)

[National Braille Press](#)

[BANA – Braille Authority of North America](#)