

To: AIM-VA Digital Rights Managers

From: Joyce Sharp, Communications Coordinator, AIM-VA

RE: Revised Attachments to Memo sent March 10, 2009

On March 10, 2009 all Digital Rights Managers received the following memo with two attachments, "10 Tips for DRMs of AIM VA" March 10 2009 and the "Quick Guide for Ordering AIM-VA" March 10, 2009.

Attached are improved versions of both documents. Please use the most current versions of the documents to assist the AIM-VA staff to fill future requests in a more timely and accurate manner.

Thank you, in advance, for your cooperation in using the attached revised documents. We look forward to working with you during the upcoming 2009 - 2010 school year.

On March 10, 2009, AIM-VA wrote:

To: AIM-VA Digital Rights Managers

From: Joyce Sharp, Communications Coordinator, AIM-VA

Michael Behrmann, Ed.D, Co-Director, AIM-VA

Date: March 9, 2009

RE: Welcome to AIM-VA 2009 – 2010 School Year

Welcome to the 2009 – 2010 School Year. AIM-VA will be accepting orders for the 2009-2010 school year beginning March 16, 2009. Formats available for the second year of our program include: Audio Recordings produced by the Recording for the Blind and Dyslexic (RFBD); Braille and Braille Ready Formats (BRF) produced by the Virginia Department for Blind and Vision Impaired (DBVI); Electronic Formats including Accessible PDF and Large Print produced by AIM-VA. The following list of formats not

readily available unless noted in the Library Database System, DAISY, Word, RTF and Fully Accessible PDFs. These formats are being added to the library Database as they are completed and will be updated weekly.

To ensure accurate order information and compliance with Copyright Laws, AIM-VA needs correct DRM information. The ordering system will force DRMs to update contact information now prior to the initial order for the 2009-2010 school year. To see the current list of DRMs and contact information on file, please visit, <http://kihdlibrary.gmu.edu/aimva/superreport.asp>

Attached you will find two documents “10 Tips for DRMs” and “A Quick Guide for AIM-VA Ordering Procedures”. We also encourage you to review the downloadable manual in detail as several policies and procedures have changed. The Manual will be available March 16, 2009 from our website section on Resources <http://kihd.gmu.edu/aim/resources/>. These policies and procedures are designed to assist DRMs order materials available through AIM-VA and ensure our compliance with copyright laws and permissions to use the NIMAC as a resource.

Please note upcoming training announcements on [www.aimva.org](http://www.aimva.org) <<http://www.aimva.org>>. There will be several web based trainings available for DRMs to participate in to review AIM-VA updated policies this year.

If you have any questions please contact the AIM-VA help desk at 1-866-926-1879 or email [aimva@gmu.edu](mailto:aimva@gmu.edu) <<mailto:aimva@gmu.edu>>.