Retention and Return Guidance

Copyright protection for any materials retained by AIM-VA DRMs and/or schools is still the responsibility of the requesting DRM and/or school while the materials remain in use.

If materials requested and received for the 2008-2009 school year have not been returned or retained by June 30, 2009, Digital Rights Managers may find that their permissions to order future materials delayed or reassigned to other personnel in their Local Education Agency.

Please contact the Help Desk at AIMVA@gmu.edu or toll free 866-926-1879 if you have questions or need information.

Who Can Receive Retained Materials?

Students who qualify under the Copyright Act of 1931 as Amended (Chafee Eligible) and have the need for accessible instructional materials documented in their IEP qualify for retained materials. The NO students with 504 plans are eligible for retained materials.

How Can a DRM request to Retain Materials?

The DRM must order retained materials electronically through the AIM-VA Online Database (http://kihdlibrary.gmu.edu/aimva/index.htm). Please have the old STI number affiliated with the text, the receiving student’s testing identification number, their date of birth, existing text ISBN number, and format of material being retained, ready prior to ordering/retaining materials through AIM-VA. Use of the student’s name in the ordering process is prohibited.

STEP 1: On the AIM-VA website www.aimva.org, select Order AIM From the Library
On the front page of the AIM-VA Library Database:

**STEP 2:** Enter the Retained material’s ISBN Number.

**STEP 3:** Enter the format of the material being retained. Braille and Large Print are the only formats DRMs may retain for the 2009-2010 school year. This process is not necessary for the retention of RFB&D materials. Materials produced by RFB&D may be retained until no longer needed.

**STEP 4:** After entering the ISBN Number and selecting the format, select Submit Query.

**STEP 5:** Confirm that this is the material you wish to retain for the receiving student and proceed to Check-out.
**STEP 6:** Enter your name, the DRM name.

**STEP 7:** Enter the receiving students STI Number and Date of Birth. Continue to complete the form as directed.

**STEP 8:** Check the box that enables the DRM to retain and reassign the material to a qualifying student.

**STEP 9:** Enter the old 2008-2009 students STI Number that is no longer using the text. Upon proper completion of the ordering database, the request item button will become enabled.
STEP 10: Congratulations! You have successfully retained material for another qualifying student. Please print this page and keep a copy for your records. If you have questions, please contact the AIM-VA Help Desk, aimva@gmu.edu or call toll-free 866-926-1879.

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