

Retention and Return of Materials Policies

To enable the option of having text in multiple formats, AIM-VA created partnerships with the Recording for the Blind and Dyslexic Regional Unit of the Upper Southeast (RFB&D), the Virginia Department for the Blind and Vision Impaired (DBVI) and several printing companies. Upon completion of use of the materials, the DRM must certify their compliance with AIM-VA policies and to each of the partner's policies as stated below.

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.

Audio Formats (RFB&D) and Downloaded PDF Files:

Audio formats ordered through the AIM-VA website produced by Recording for the Blind and Dyslexic (RFB&D) not need to be returned. Also, the PDF files downloaded via the AIM-VA FTP site for the school year 2008 -2009 do not need to be returned and must be destroyed and permanently erased off of all hard drives and storage devices by June 30, 2009. 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. When the materials are no longer needed, they may be destroyed; and the DRM and/or the school will advise AIM-VA of that destruction.

CDs/DVDs with DTB, PDF, MS Word, RTF, and Daisy Formats

The following formats produced by AIM-VA and delivered on CDs/DVDs:

- Accessible, Semi-Accessible, or Fully Accessible Portable Document Format (PDF),
- Braille Ready File (.brf),
- Rich Text Format (RTF),
- Microsoft Word Format,
- Digital Accessible Information SYstem (Daisy)Talking Books (DTB),

These Formats are labeled “Return by June 30, 2009” and must be returned to:

AIM-VA (Return Items)
KIHd MS 1F2
George Mason University
4400 University Drive
Fairfax, VA 22030-4444
(866) 926-1879.

Large Print

On behalf of the Local Education Agency, a Digital Rights Manager may reassign large print materials for another student’s use in the 2009-2010 school-year. The deadline for reassigning these materials is May 1, 2009. To reassign materials from one student identification number (STI) to another STI number, the Digital Rights Manager must do so electronically using the AIM-VA ordering system. The order is completed in a normal fashion using the ISBN number of the textbook being reassigned and the STI number for the student who is to receive the retained Large print or Braille materials. In addition, the DRM must locate the retention checkbox at the bottom of the Item Request Form, check the box, and include the old, 2008-2009 STI number in the required field.

Large Print materials that are *not* being reassigned may be returned by using the United Postal Service (UPS) Returns on the web, <http://returns.upsrow.com>. The login ID and password are both *georgemason*. Once logged in, complete mailing address information and indicate the approximate weight of the package. Upon completion, select “submit” to get a mailing label to affix to your package of materials. Either use a UPS drop off box or if the school has a regular pick-up and delivery service in place, please leave the package with the school’s mailing services for UPS to pick-up.

Large Print materials that are *not* being reassigned must be returned- by June 30, 2009 to:

AIM-VA (Return Items)
KIHd MS 1F2
George Mason University
4400 University Drive
Fairfax, VA 22030-4444

Braille

On behalf of the Local Education Agency, a Digital Rights Manager may reassign Braille materials for another student's use in the 2009-2010 school-year. The deadline for reassigning these materials is May 1, 2009. To reassign materials from one student identification number (STI) to another STI number, the Digital Rights Manager must do so electronically using the AIM-VA ordering system. The order is completed in a normal fashion using the ISBN number of the textbook being reassigned and the STI number for the student who is to receive the retained Large print or Braille materials. In addition, the DRM must locate the retention checkbox at the bottom of the Item Request Form, check the box, and include the old, 2008-2009 STI number in the required field.

Braille and Braille Ready File (BRF) formats are produced by the Department for Blind and Vision Impaired (DBVI). The following is the policy set forth by DBVI for Braille textbooks:

At the end of the school year, Braille textbooks must be retained or returned to DBVI by June 30; Notifying the LRC when Braille textbooks will be retained for the next school year. School divisions that fail to do so will be assessed \$15.41 for each Braille textbook volume for which a retention notification has not been received at the LRC by the July 1 deadline.

School divisions will be assessed \$15.41 for each Braille textbook volume that has not been received at DBVI by June 30, 2009 or that is received damaged beyond use in accordance with the annual agreement each school division signs with DBVI. The address to ship or deliver Braille materials to is:

Department for the Blind and Vision Impaired
Library Resource Center
395 Azalea Avenue
Richmond, VA 23227-3623

Please refer to the individual LEAs agreement with DBVI for additional shipping information and details regarding containers. "In person" delivery of textbooks at the end of the school year is encouraged. Deliveries must be scheduled in advance by calling the LRC. Return receipts for textbooks will be issued if the School Division has completed a "Return Receipt" form for the textbooks.