

- Even though a Braille translation program is utilized, it is not just a matter of “pushing a button” to complete the translation. The file must still be checked for correct formatting, text that may be missing due to non-transference, and volume divisions & tactile graphics must be made.
- If there are complex tactile graphics that need to be done, *these must first be made by hand using common, everyday materials (sand paper, textured paper, string, thread, yarn, etc.) A copy is made of the textbook version, cut apart, traced onto the appropriate textured paper, cut out, glued to a blank paper, outlined using thread, string, etc., and then reproduced on thermoform.* Hopefully, the end result is an acceptable tactile graphic, if not the process is started all over. Tactile graphics cannot be produced by simply copying a picture out of a textbook. *This is an extremely time-consuming process.*
- It can take *up to a year* to complete the transcription of a textbook. **ORDER EARLY!**

As time permits, other Braille projects may be accepted. In order to fulfill a request for a Literary book, the publisher *must* be contacted to get permission to reproduce the book before any transcription can begin. There are no NIMAC (electronic) files for literary books, so one print copy of those must be cut apart and scanned if more than one transcriber is used. Once again, the file must be checked for formatting errors and missing text. This is a time consuming process as well. Requests for other Braille materials are considered if there are no other priority projects in progress.

Fulfilling a request to convert a document to Braille is not just merely converting a print file to a Braille file and embossing it. There are many things that must be considered and many steps that must be taken in order to produce a quality product that is functional and meaningful for students. Your request for Braille transcription services is much more likely to happen in a timely

manner if you can send in your requests *as early as possible.* Transcribers can work on projects during the summer and hopefully have them ready at the beginning of the school year. *Requests are honored on a first-come first-served basis.*

Please help us to serve you better...
ORDER EARLY!

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BRaille PRODUCTION & LARGE-PRINT SERVICES



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Instructional Resource Center

2017-2018 SCHOOL YEAR

The NMSBVI Mission:

As a leader and unifying entity in the field of educating students birth-high school who are blind or visually impaired, NMSBVI is a statewide network of services that ensures all students who are blind or visually impaired will become independent productive members of their communities by identifying and providing quality education and collaborating with students, families and partners to provide outstanding training, resources and support services.

NMSBVI Braille / Large Print

Production Department:

The Braille Production Department of NMSBVI has three certified Braille transcribers. To become a certified transcriber, there is a rigorous transcriber's curriculum that must be mastered, and tests to be passed. Once the requirements have been fulfilled, a transcriber's certification is issued. During the summer months, all three transcribers are able to work on textbook requests. During the school year, one of the transcribers is available *only* to transcribe materials for our residential students that attend public school.

Text book requests take priority over all other Braille requests. There is a rigid process that must be followed for the Braille Production Department to take on the transcription of a textbook. Keep in mind, that transcription of a full textbook can take more than a year to complete!

Flow Chart of a transcription request:

• A **Textbook Request Form** is received by the Instructional Resource Center, either by fax, mail, email, or hand-delivered. *This form is available on the NMSBVI web site under "VI Resources", "Instructional Resource Center and New Mexico Repository."* Request forms must be filled out completely and legibly and must include:

- The qualifying student's name
- The ISBN number and copyright date from the *student edition* of the textbook (*not* the teacher's edition!)

- Designate the reading medium – Braille or large print
- The *district's contact person* must approve and sign the form. (*Each school district has a designated contact person*; contact your local administration to find out who your contact person is, or you can contact the NMSBVI IRC.)

- IRC staff will perform a search for the book to see if the book is available in Braille/large print, and if so where the book can be obtained. The first step is to look at our own IRC inventory to see if we have a copy of the book. If so, it is shipped out, typically the same day or the next day. If not....
- The IRC staff will do an outside search for the book. If it is available from the American Printing House for the Blind, it will be ordered from them and then shipped to the requester. If not....
- If the book has been Brailled by any agency in the United States, the NMSBVI IRC cannot reproduce it due to copyright laws. The book must be purchased from the agency that originally transcribed the book. The IRC staff will notify the requesting school that the book is not available through the NMSBVI IRC and provide information as to where the book can be purchased. At this point, it is the requesting school's option to purchase the book from another vender.
- If the book is not available from any source and has never been transcribed into Braille, a request can be made for Braille Production to produce the book in Braille and/or large print. Once that request is received, the following considerations must be assessed:
 - Is the Braille Production Department working on a project at the time?

- If so, what is the timeline of the current project?
- How intense is the current project?

Flow Chart if the NMSBVI Braille

Production Department accepts the project:

- *Two* print copies of the *STUDENT EDITION* of the textbook must be sent to the Braille Production Department.(If there is a NIMAC [electronic] file available from the publisher, both print copies will be returned with the Braille version.)
- If the NIMAC file is not available, one book will be cut apart and not returned.
- Transcription of the book begins.
- After transcription of the book is complete, it is then sent to a proofreader.
- Needed corrections and/or changes are made and the final product is embossed or printed.
- These are added to the IRC inventory and then shipped to the requesting school.
- These books are on loan to the requesting school district until the student that is using them is finished with them, and then they must be returned to the NMSBVI IRC and made available to other students/school districts.

Please Remember These Facts:

- Braille Production takes on projects on a first come, first served basis. Braille Production can do a maximum of three projects during summer months and two during the school year. **ORDER EARLY!**
- Textbooks **ALWAYS** take priority over literary books.

