

# KENTUCKY INSTRUCTIONAL MATERIALS RESOURCE CENTER PROCEDURES MANUAL

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## **Kentucky Instructional Materials Resource Center: Statewide Resource for Blindness/Visual Impairments**

The Kentucky Instructional Materials Resource Center (KIMRC) provides textbooks in braille and large print and other educational materials needed by students who are blind and visually impaired for use in local school programs, home schools, private schools, infant/preschool programs and the Kentucky School for the Blind. Designated school patrons are responsible for requesting and returning books and materials through the KIMRC for students on a loan basis.

### **Registration of Students**

#### **1. Annual Registration of Students who are Blind and Visually Impaired**

**The KIMRC will conduct an Annual Registration of Kentucky students who are Blind and Visually Impaired in compliance with the Federal Act to Promote the Education of the Blind and Visually Impaired as administered by the American Printing House for the Blind (APH).**

It is vital that the KIMRC conducts the annual registration in an efficient and accurate manner due to the fact that federal funds are allotted for each student who is registered under the Federal Act to Promote the Education of the Blind and Visually Impaired. These funds are used to purchase books and equipment needed for students to have equal access to the curriculum as their sighted peers.

#### **Procedures:**

- KIMRC staff will post on its website information regarding the Annual Federal Quota (FQ) Registration. The information will include instructions for completing the yearly registration, deadline for submission, definitions of "Legally Blind" and "Visually Impaired" and Explanations of Abbreviations, Certificate of Enrollment Form, Certificate of Compliance Form, Eye Report Form for Students with Visual Impairments and Parent Consent to Release Student Information Form. This information shall be posted in December of each year.
- Patrons will be notified via email that the FQ Registration webpage has been posted. The email notification will address any changes that have been made since the previous year's registration.
- As need, KIMRC staff will solicit the support of KSB Outreach Consultants in obtaining student registration forms from school districts.

- KIMRC staff will verify all information submitted by patrons for accuracy and shall update student records.
- KIMRC staff will generate and distribute a Student Identification List to each patron for the students that they serve.
- KIMRC staff will update student records in APH's SRS System in accounting for legally blind students. KIMRC staff will comply with all rules and procedures set forth by APH.
- Upon completion of the annual census, KIMRC staff will generate statistical reports as requested by the KSB Director of Outreach and/or Kentucky Department of Education personnel.

## 2. New and Transfer Students

**The KIMRC will serve newly identified students with visual impairments and those whom have transferred from another school district and/or out of state as long as they meet the same requirements as set forth in the annual registration process.**

To eliminate gaps in service for a student who has been newly identified as having a visual impairment; or for a student transfer, KIMRC staff will provide books and equipment on an "Add (A)" basis.

### **Procedures:**

- The patron will notify KIMRC staff when they have a new or transfer student on their caseload.
- KIMRC staff will verify that a new student has a current eye report (within one-year-old) and parent consent to release student information form on file. For a student transfer, KIMRC staff will verify their registration status.
- Upon student verification, KIMRC staff will issue a Student ID# to the patron so that he or she can request books and equipment for the student. If KIMRC staff does not have the required information to register the student, the patron will be notified.
- If the student transferred from another school district, KIMRC staff will check records to see if the previous patron had books and/or equipment on loan for the student. If so, the patron will be notified to return the items and/or to make arrangements to transfer them to the new patron.

### 3. Student Eye Reports

**It is the responsibility of the school district, home school, infant and preschool program patron to maintain a current copy of the Student Eye Report and to submit a copy to the KIMRC.**

The Student Eye Report Form must be completed and signed by a doctor, contain visual acuities, visual field, etiology and other medical information that is vital to determine Federal Quota eligibility.

#### **Procedures:**

- The [KIMRC Student Eye Report Form](#) can be downloaded from the [KIMRC webpage](#). The form should be completed, signed and dated by the doctor that conducts the eye examination. KIMRC staff may contact the physician to verify legal blindness, or to clarify information if the form is not legible.
- The [KIMRC Student Eye Report Form](#) must be signed and dated by the parent/guardian and by the Superintendent or Director of Special Education for the school district. For home and/or private schools and preschool programs, it must be signed and dated by a designated administrator.
- All pertinent information regarding the student, such as name, school, date of birth, grade level, reading and secondary reading media, and how served should be filled out on the [KIMRC Student Eye Report Form](#).
- **For a student who is registering with the KIMRC for the first time, the eye examination date should be within one year.**
- Student Eye Reports must be current (within three years) for students who are registered with the KIMRC.
- KIMRC staff may return the [KIMRC Student Eye Report Form](#) to the patron to supply any missing information needed to update student records.
- **If a student that is legally blind and has a non-changing eye condition, the doctor must check the box "Meets the Legal Definition of Blindness (MDB) non-changing immutable condition" on the [KIMRC Student Eye Report Form](#).** If a student has a non-changing eye condition, the KIMRC does not require the patron to submit a new eye report every three years.
- If the student has an eye examination report that is not on a [KIMRC Student Eye Report Form](#), then the patron must fill out the top portion only of the KIMRC Student Eye Report Form and have the parent and

Director of Special Education or Superintendent sign the back page and return it, along with the eye report obtained from the physician.

- A copy of the Student Eye Report should be retained by the school district, home or private school and or infant/preschool program.

#### **4. Parent Consent to Release Student Information Form**

**It is the responsibility of the school district, home school, infant/preschool program patron to obtain and to send a copy of the Parent Consent to Release Student Information Form to the KIMRC for each student registrant.**

In order to be included in the annual Federal Quota registration, eligible students must be registered in an annual census, requiring the exchange of specific personally identifiable student information (PII). This information is collected only to meet the reporting obligations to the U.S. Department of Education, Office of Special Education Programs, and other entities as required by law.

##### **Procedures:**

- The [Parent Consent to Release Public Information Form](#) (PCRPI) for students attending public schools can be downloaded from the [KIMRC webpage](#) (The PCRPI for students attending private and home schools and infant programs is available upon request from KIMRC staff).
- The PCRPI must be signed and dated by the parent/guardian and include the child's name and date of birth on the form.
- Patron may submit the PCRPI to the KIMRC staff via email, fax or mail.
- The PCRPI is effective for as long as the student is registered with the KIMRC unless revoked by a parent/guardian.
- A parent/guardian can revoke the PCRPI at any time by notifying KIMRC staff in writing.

## **Public, Home, and Private School, Kentucky School for the Blind, and/or Infant Program Patrons**

### **1. Patron Designation**

**It is the responsibility of the school district, home school, private school, Kentucky School for the Blind (KSB), and infant program designate staff to serve as a KIMRC patron.**

The KIMRC relies on the patron to register students, request books and equipment for the student and to return and/or renew items on loan. In most cases, the student's teacher of the visually impaired (TVI) assumes the role of the patron. However, other personnel may serve as a patron.

#### **Procedures:**

- School districts, home schools, private schools and/or infant/preschool programs should contact KIMRC staff to designate a patron. KIMRC will contact the school or program administrator to confirm patron designation. KIMRC will add KSB patrons as needed.
- The patron must submit contact information (name, work address, work phone #, fax #, cell phone # and email address) to KIMRC staff so that a patron account can be created.
- KIMRC staff will confirm new patron status and email username, password and instructions on how to access the [KIMRC OnLine Ordering System](#).
- KIMRC staff will supply the patron with a Student ID# List. This list contains the KIMRC ID number, status, and the date of the latest eye exam of the students that they will be serving. The patron must have this information in order to request books and equipment.

### **2. Patron Responsibilities**

**It is the responsibility of the school district, home school, infant/preschool program to report students who are blind and visually impaired who qualify for KIMRC resources and to request and return books and equipment on loan.**

In order to facilitate accuracy and efficiency in providing educational resources for Kentucky students who are blind and visually impaired, KIMRC staff rely on patrons to maintain accurate student records and to facilitate the ordering and return of KIMRC books and equipment.

### **Procedures:**

- Patron must complete the yearly Annual Registration of Students who are Blind and Visually Impaired (see page 2).
- Patron must notify KIMRC of new students who are visually impaired, or when a student exits their program (see Registering New and Transfer Students on page 3).
- Patron is responsible for requesting books and equipment on the [KIMRC OnLine Ordering System](#) and/or ordering consumables for their students.
- Patron is responsible for receiving books and equipment on the [KIMRC OnLine Ordering System](#).
- Patron is responsible for renewing books and equipment on the [KIMRC OnLine Ordering System](#).
- Patron is responsible for returning books and equipment that are no longer needed.

## **Additional Patrons**

### **1. Educational Resource Centers/Agencies Serving Students who are Blind and Visually Impaired**

**The KIMRC shall participate in a reciprocal loan of Braille and large type books with other educational resource centers/agencies.**

Lending and borrowing books from other educational resources centers/agencies is a cost-efficient practice and is vital in stretching funds.

### **Procedures:**

- KIMRC staff will review, approve and process requests from other educational resource centers/agencies. Books considered for loan must be in stock. No funds shall be expended to purchase a book for loan.
- If a book is requested for a Kentucky student and is not in stock, but is on loan to an educational resource center/agency, the KIMRC will contact the borrower and request that the book be returned.
- If a book is lost by an education resource center/agency, they will be invoiced for the replacement cost. KIMRC staff may make exceptions if the book is scheduled to be deleted from inventory, or for other extenuating circumstances.
- The KIMRC shall invoice the educational resource center/agency for the cost of the book that has been damaged or lost. If the borrow fails to

reimburse the cost, they will not be able to borrow from the KIMRC until restitution has been made.

- As needed, the KIMRC may borrow books (excluding math textbooks) from another educational resource center/agency.
- KIMRC staff shall notify patrons when a book is on loan from another educational resource center/agency by attaching a note to the book explaining that it is a borrowed book, that it is not to be written in and that it must be returned to the KIMRC at the end of the current school year.

## 2. KSB Outreach Consultants

**The KIMRC shall loan materials to KSB Outreach Consultants to assist students, for training teachers of the visually impaired and for special projects.**

The KIMRC recognizes the unique role that KSB Outreach Consultants have in providing consultative services to school districts and for assessing the needs of students in their respective regions.

### **Procedures:**

- KSB Outreach Consultants shall be designated patron status.
- Outreach Consultants shall request equipment on the [KIMRC OnLine Ordering System](#) and shall request consumable items from the [KIMRC webpage](#) using the [Consumables Request Form](#)
- It is the responsibility of the Outreach Consultant to check [KIMRC OnLine Ordering System](#) for the status of their request(s) and to use the Receive function key to accept all items shipped to them.
- Equipment shipped to Outreach Consultants shall be for a five-year loan period. If an item is no longer needed, the Outreach Consultant may return **MOST materials via FREE MATTER FOR THE BLIND** through the United States Post Office. **Assistive technology and low vision equipment over \$500 shall be returned to the KIMRC by the Outreach Consultant or a designee.**
- Outreach Consultants are responsible for appropriate use and care of all equipment. Upon departure from employment, the Outreach Consultant must return all equipment on loan to the KIMRC.
- Outreach Consultants shall be provided with an APH Smart Brailer for the purpose of assisting KIMRC staff in fulfilling requests for students in their region. KIMRC staff relies on the Outreach Consultant to determine if a student would benefit from the APH Smart Brailer.



- KIMRC will inventory equipment and reference material purchased with Kentucky School for the Blind Charitable Foundation funds for Outreach Consultants.
- As requested, KIMRC staff shall provide a copy of the Outreach Consultant's on loan summary to the KSB Director of Outreach.
- KIMRC staff will provide Outreach Consultants with student/district data for their region to aid in supporting students, teachers of the visually impaired and administrators.
- KIMRC staff may seek assistance from Outreach Consultants to aid in the Annual Registration of Students who are Legally Blind and Visually Impaired and/or other assistance as needed.

### **3. Kentucky Special Educational Cooperatives**

#### **The KIMRC shall loan assessment equipment to Kentucky Special Educational Cooperatives on a permanent basis.**

Special Educational Cooperatives serve as an extension to the services provided by KSB Outreach Consultants. By providing assessment equipment to the cooperatives, consultants have ready access when working with students and teachers of the visually impaired in their prospective regions.

#### **Procedures:**

- Each special educational cooperative shall designate a staff member as a patron. The patron will use the [KIMRC OnLine Ordering System](#) to request assessment equipment.
- Once request has been processed and shipped, the equipment shall be purged from KIMRC inventory.
- KIMRC will provide replacement parts for assessment kits per request from the patron.
- If the assessment equipment is no longer needed by the special educational cooperative, the patron may return it to the KIMRC.
- **Braille embossers purchased with KSBCF funds shall remain on permanent loan to the special educational cooperative. KIMRC staff shall monitor where embossers are housed.**

## **Acquisition, Renewal and Return of Books and Equipment**

### **1. Requesting Books and Equipment**

**KIMRC Patrons shall request books and equipment for their students on the [KIMRC OnLine Ordering System](#).**

KIMRC staff relies on patrons to submit loan requests to maximize efficiency and delivery of books and equipment for student use.

#### **Procedures:**

- Patrons shall have access to KIMRC OnLine Ordering System training via the [Intro to Ordering Powerpoint](#) on the [KIMRC webpage](#), assistance by KIMRC staff by phone or email, and/or training to patron groups at offered at various vision related meetings throughout the state.
- Patrons shall request all books and equipment for students on the [KIMRC OnLine Ordering System](#). The loan period is for the current school year.
- If a patron receives a book that the KIMRC has borrowed from another educational resource center/agency, a note will be attached to it. The note shall warn the patron that the book is not to be written in, that it does not belong to the KIMRC and that it is to be returned at the end of the current school year.
- Patrons shall request consumable items from the [KIMRC webpage](#) using the [Consumables Request Form](#) located on the page. The patron is responsible for completing the form and submitting it to the [KIMRC Resource Specialist](#) via email. A [Consumable Products List](#) is available on the [KIMRC webpage](#).
- KIMRC staff shall notify patrons of special ordering instructions for items that require additional documentation (low vision evaluation or an assistive technology assessment) and/or additional approvals.
- Patron shall check the [KIMRC OnLine Ordering System](#) to view the status of books and equipment requests.
- **KIMRC staff shall mail books and MOST equipment to patrons by FREE MATTER FOR THE BLIND through the United States Post Office. Assistive technology and low vision equipment over \$500 shall be picked up and/or returned to the KIMRC by the patron or patron designee.**
- Patron shall receive books and equipment upon arrival on the [KIMRC OnLine Ordering System](#) using the Receive function key.

- Patron shall notify KIMRC staff of any damage, missing parts or other issues relating to books and equipment while on loan. Any equipment requiring repair should be returned to the KIMRC with an [Equipment Repair Form](#) located on the [KIMRC webpage](#). For return of braillewriters for repair and/or service maintenance, please see Equipment Repair procedures on page 16.
- KIMRC equipment provided on loan is for in-school use only and/or may be used at home under the supervision of a teacher of the visually impaired under such circumstances such as non-traditional instruction.
- Patron shall notify KIMRC staff for assistance as needed.

## **2. Special Procedures for Requesting APH Smart Brailier, Braille Trail Reader LE, Chameleon Refreshable Braille Display, Mantis Q40, and Orbit Reader 20**

**Due to the high cost of these items, the KIMRC wants to make sure that these items will be beneficial for the students that will be using them.**

### **Student Requirements:**

- Student must have an Assistive Technology Evaluation (not older than three-years-old) and/or have a recommendation for the device from his or her district's Regional KSB Outreach Consultant. In addition, the student's primary or secondary reading medium must be Braille.
- It is the responsibility of the patron to obtain and submit the Assistive Technology Evaluation to the [KIMRC Resource Specialist](#) and/or notify the Regional KSB Outreach Consultant to obtain a recommendation.
- The Assistive Technology Evaluation and/or the recommendation from the Regional KSB Outreach Director shall be sent to KIMRC staff for verification.
- KIMRC staff may consult with the Regional KSB Outreach Consultant, Low Vision Specialist and/or Teacher of the Visually Impaired to determine if the equipment is appropriate for the student. If approval is granted, the equipment will be ordered and/or placed on a waiting list and/or purchased as funds allow.

### **Procedures:**

- The patron must place a request for the equipment on the [KIMRC On Line Ordering System](#). Upon placing the request, the patron should email or fax the Assistive Technology Evaluation and/or the Regional KSB Outreach Consultant recommendation to the [KIMRC Resource Specialist](#). The request will not be processed until all requirements have been received.
- The patron cannot transfer the equipment for use by another student unless the student has been approved and the KIMRC Resource Specialist has been contacted to verify and authorize the transfer.

### **Shipment and Return:**

**When the equipment is available, the patron will be notified that it is ready for pick up at the KIMRC. The patron must arrange to retrieve and/or return the item in person to the KIMRC.**

### **Repair of Equipment:**

- Please note that the Chameleon 20, Braille Reader LE, Mantis Q40, Orbit Reader 20 and APH Smart Brailier have a limited warranty period. **If an item needs repair while on loan to a district, the patron should immediately contact the [KIMRC Program Coordinator](#) or the [KIMRC Resource Specialist](#).**
- **Your district may have to assume the cost of repair if the item is not under warranty and the KIMRC does not have funds to cover the repair.**

### **3. Special Procedures for Requesting for Video Mag HD, MATT Connect, Jupiter Portable Magnifier and VisioBook**

**More than ever, students with visual impairments are relying on the internet and electronic magnification to access textbooks and educational materials. Due to the high cost of these items, the KIMRC wants to make sure that these items will be beneficial for the students that will be using them.**

### **Student Requirements:**

- A student must have a Low Vision Evaluation (not older than three-years-old), obtained through the KSB Low Vision Clinic. Or, the KIMRC will accept a Low Vision Evaluation (LVE) from another provider as long as a

copy of the student's Functional Vision Learning Media Assessment (FVLMA) is submitted with the evaluation.

- The LVE and/or FVLMA will be reviewed by KSB's Low Vision Specialist to determine if the equipment is appropriate for the student. If approval is granted, the equipment will be ordered and/or placed on a waiting list and will be purchased as funds allow.

### **Procedures:**

- The patron must place a request for the equipment on the [KIMRC On Line Ordering System](#). Upon placing the request, the patron should email or fax the LVE and/or FVLMA to the [KIMRC Resource Specialist](#). The request will not be processed until all requirements have been received.
- The patron cannot transfer the equipment for use by another student unless the student has been approved and the KIMRC Resource Specialist has been contacted to verify and authorize the transfer.

### **Shipment and Return:**

**When the equipment has been approved and is available, the patron will be notified that it is ready for pick up at the KIMRC.** The patron must arrange to retrieve and/or return the item in person to the KIMRC. The exception to this is the Video Mag HD. This item will be sent through the US Postal Service.

### **Repair of Equipment:**

- Please note that the MATT Connect, Jupiter and Video Mag HD have a one-year warranty from the time of purchase. **If an item needs repair while on loan to your district, you should immediately contact the [KIMRC Program Coordinator](#) or the [KIMRC Resource Specialist](#). Upon consultation with KIMRC staff, if it is determined that the equipment must be sent back for repair, please return it to the KIMRC. Do not send it to the American Printing House for the Blind (APH).**
- **Your district may have to assume the cost of repair if the KIMRC does not have funds to cover the repair.**

#### 4. Requesting Equipment for Infant/Preschool VIPS Program

**KIMRC recognizes the importance of emerging literacy for infants and preschoolers who are blind and visually impaired. Since it is imperative for this group to have many hands-on experiences in the home and classroom settings, KIMRC has developed unique loan procedures for Visually Impaired Preschool Services (VIPS) to meet the needs of this population.**

##### **Procedures:**

- VIPS will follow [KIMRC OnLine Ordering System](#) procedures for requesting equipment. Consumable products must be ordered via email and submitted to the KIMRC Resource Specialist using the [Consumables Request Form](#) on the [KIMRC webpage](#).
- After instructional materials have been on loan to VIPS for five years, they will be purged from KIMRC inventory. If VIPS no longer needs the equipment on loan, it can be returned to the KIMRC at any time.
- **As deemed necessary, the KIMRC may ask that certain equipment such as the Perkins Brailier, MATT Connect and/or other special equipment, be returned after the five-year loan period.** KIMRC will communicate with VIPS staff what equipment must be returned. If these items are lost or damaged, the KIMRC may request reimbursement for the item(s), depending on the circumstance of the lost and/or damage.
- Equipment may be returned through the Post Office via FREE MATTER FOR THE BLIND. **Technology items costing \$500 or more, must be returned in person by the patron or patron designee**

#### 5. Renewing/Reassigning Books and Equipment

**KIMRC patrons shall renew or reassign books and equipment that are needed beyond the return due date on the [KIMRC OnLine Ordering System](#).**

KIMRC staff relies on patrons to renew books and equipment that are needed for an extended time to maximize efficiency and for forecasting inventory needs.

##### **Procedures:**

- In April, KIMRC staff will send out an email reminder to all patrons containing instructions to return or renew books and equipment for the upcoming school year.

- Patron shall access the Renew function key on the [KIMRC OnLine Ordering System](#) to renew books and equipment. The patron has an option to renew or reassign items, or to report an item as lost, damaged or consumed. **The following equipment cannot not be reassigned: Jupiter, VisioBook, MattConnect, Jupiter, APH Smart Brailer, Video Mag, Chameleon Refreshable Braille Display, Braille Trail Reader LE, Mantis Q40 and Orbit Reader 20.**
- If the patron will be returning an item, no action is required on the [KIMRC OnLine Ordering System](#). The patron should return the item to the KIMRC via Free Matter Mail or in person.

## 6. Returning Books and Equipment

**KIMRC patrons shall return books and equipment on loan when they are no longer needed.**

To best utilize funds in providing educational resources to Kentucky students, the KIMRC operates as a lending library and relies on the patron to return books and equipment in a timely manner.

### **Procedures:**

- Patrons should return books and equipment in an efficient and orderly fashion incorporating the following guidelines:
  - ✓ **Books and MOST equipment may be returned FREE MATTER FOR THE BLIND** through the United States Post Office. **Assistive technology and low vision equipment over \$500 shall be returned to the KIMRC by the patron or patron designee.**
  - ✓ When possible, the patron should hold on to the boxes in which the items were mailed for return shipment to the KIMRC.
  - ✓ When possible, all volumes of a book should be returned in order such as volumes 1-3 contained in one box, volumes 4-6 in another, etc.
  - ✓ All equipment parts, such as kits, should be sent in one box. Failure to do so may result in the equipment not being credited as returned by the patron.
  - ✓ **Patrons should be cognizant of the weight of boxes and/or packages containing items to be returned, so that they can be reasonably handled by KIMRC staff.**
- Books and equipment that show signs of abuse may warrant written notification to the district's Director of Special Education and/or Superintendent regarding the condition of the returned items.

- If the patron has a history of not being responsible (i.e. losing, damaging and not returning items), the KIMRC may change the status of the patron's status to "inactive" until books and equipment issues have been resolved.

## **KIMRC Management**

### **1. Equipment Repair**

**The KIMRC will cover the cost of repair of most equipment that may have become damaged as a result of acceptable student usage.**

KIMRC recognizes the need to keep equipment in good working condition and encourages patrons to return non-working items.

#### **Procedures:**

- Replacing batteries are not consider a repair. Patrons are responsible for replacing batteries.
- If equipment has been damaged as a result of abusive or neglectful use, fire, storm or other catastrophes, the KIMRC may require the school district and/or agency to pay for the damage and/or replacement cost.
- Patrons returning equipment for repair should complete and attach an [Equipment Repair Form](#) (located on the [KIMRC webpage](#)) to the item that is to be repaired. Failure to complete this form may delay in the repair and/or return of the item. Replacement equipment (if in stock) will be shipped upon receipt of the item returned for repair.
- Adapters for electronic equipment should be returned with the item that is to be repaired.
- **KIMRC will facilitate the maintenance and repair of all braillewriters, including those that are the property of a school district, owned by an individual and or other agency.** An [Equipment Repair Form](#) should accompany all braillewriters sent in for repair and should contain the name and contact information of the owner.
- **Braillewriters should be returned for servicing on a yearly base. Styrofoam peanuts or shredded paper should not be used as packing material.**
- Original shipping boxes and packing material should be retained for returning equipment to the KIMRC.



## 2. Physical KIMRC Inventory

**The KIMRC will conduct a physical inventory of all books, equipment and consumable items on a yearly basis.**

By conducting a physical inventory, the KIMRC validates the accuracy of its records and verifies stock and/or rectify errors. This process also aids in forecasting the purchase of new books and equipment.

### **Procedures:**

- The physical inventory will occur during the summer after all books and equipment have been shelved and requests have been filled.
- KIMRC staff and/or their designees will conduct the inventory. Discrepancies will be corrected in the KIMRC Datalxn Management Database.

## 3. Purging Inventory

**The KIMRC shall maintain up-to-date inventory through the process of eliminating books and equipment that are out-of-date, damaged beyond use, or have been reported as lost or consumed.**

Purging books and equipment that are no longer available, damaged, lost or consumed, allows the KIMRC to maintain integrity and efficiency in providing resources that are reliable to Kentucky students who are blind and visually impaired.

### **Procedures:**

- Textbooks shall be purged from KIMRC inventory after ten years from the copyright date. An exception may be made if KIMRC records indicate that the textbook has been widely requested.
- Recreational reading books will not be purged even though they may be older than the ten-year copyright date rule.
- Textbooks that are damaged will be purged from inventory. If a volume of a book has been damaged and KIMRC is able to obtain a replacement volume, the book will not be purged.
- If equipment has missing parts and/or can be repaired, KIMRC will facilitate obtaining the parts and/or repairing the equipment. If not, the equipment shall be purged from inventory.
- Books and equipment that have been purged may be made available to various audiences that may benefit from their use.

- Materials on loan to VIPS Infant/Preschool Program shall be purged after five years.

**Kentucky Materials Resource Center  
1867 Frankfort Avenue  
Louisville, KY 40206  
Phone: 502-897-1583  
Fax: 502-897-8737**

**Program Coordinator: Paula Penrod  
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Ext. 7117**

**Resource Specialist: Sue Yocum  
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Ext. 7108**