

# NIMAS/NIMAC Frequently Asked Questions

- **How are files deposited in the NIMAC?** They are deposited by the textbook publisher when prompted by a clause in a purchase contract from a PEA.
- **Who can search the NIMAC?** Anyone can search in the NIMAC repository to see if a title is available.
- **Who may access files in the NIMAC?** Only authorized users may access and download files.
- **Who is the Authorized User for Arizona?** The Arizona Department of Education - Exceptional Student Services
- **If a file already exists in the NIMAC, must you purchase books in order to download that file?** No, you may, through the Authorized User access any file in the NIMAC, but you must own sufficient texts of that title for all students.
- **Who may receive alternate format materials created from NIMAC files?** Only students who are eligible under the Chafee Amendment: visually impaired, physically disabled so that they cannot access print materials, or a learning disability with a medically certified organic basis. The student also must be eligible for special education and must be enrolled in a K-12 program. Schools are responsible for verifying student eligibility, if questioned.
- **Is there a cost for NIMAC files?** There is not cost for the file download, but there may be a cost for the alternative format materials.
- **How can we find an Alternative Media Producer (AMP)?** The American Printing House for the Blind (APH) maintains an AMP registry that can be searched by anyone.
- **What is the process to obtain a NIMAS fileset?** The PEA should first verify the text title exist in the NIMAC and determine, if possible, the AMP they wish to have develop the specialized format materials. They then contact the Arizona Department of Education to request file download. ADE will then assign, on a file by file basis, rights to the AMP to download the appropriate NIMAC fileset. Any cost is the responsibility of the PEA to the AMP directly.

ADE Accessible Instruction Materials Webpage

<http://www.azed.gov/special-education/state-and-federal-initiatives/accessible>