

Return of Textbooks & APH Materials

All materials purchased from the American Printing House f/t Blind (APH) with Federal Quota Funds are the property of the Missouri Instructional Resource Center for the Visually Impaired. To make the most of our Quota funds, we recycle and reuse as many textbooks and tangible materials as possible.

- **Please do NOT return any textbooks or aids to APH in Kentucky;** the Missouri Instructional Resource Center at Missouri School for the Blind is the official repository for the State of Missouri.
- Return textbooks to the Missouri Instructional Materials Center (MIRC) at the end of the school year; contact us if you wish to renew or transfer at text to another student.
- Some instructional aids, such as writing paper, are consumable. All other tangible products are on loan to a registered student. Please return all non-consumable aids to the Center when no longer needed.
- As soon as it is determined that a student does not need texts and/or the APH product(s) on loan, return the materials to the Missouri Instructional Resource Center.
- In April, MIRC will send a “Reminder Notice” to help you identify and return loaned texts and equipment. Please return these materials by June 15th, if possible, so that we can use them for other students.

Use the following guidelines when returning materials:

1. Please box materials securely. A large number of books are lost each year because boxes break open in the mail.
2. Materials can be shipped postage free if mailed by the United States Postal Service. Simply place a label with “FREE MATTER FOR THE BLIND” in the upper left corner of the box where you would normally affix postage stamps.
3. Enclose a note with your name, address, and school district in every box you return. For books returns, include the name of the student that used the text or the reminder notice.
4. Number all boxes in the shipment. Example, 1 of 5
5. Write the school district name clearly in the return address portion of the box or label.

Equipment Repair & Return

Tangible materials such as brailers, Braille Plus 18, TI-84 Talking Graphing Calculators, or Book Ports, should be returned to the Missouri Instructional Resource Center when no longer needed by the student or in need of repair. **Do NOT return any materials to APH in Kentucky.**

When returning equipment:

- Complete the Equipment Return/Repair Form
- Include the form in the shipping box with the equipment
- It can be mailed by the U.S. Postal Service as “FREE MATTER FOR THE BLIND”
- Ship it to the Yvonne Ali (MSB, 3815 Magnolia Ave, St Louis, 63110)
- Also e-mail [Yvonne Ali](mailto:Yvonne.Ali@msb.org) and either attach the completed form or provide information on the equipment and whether you need a replacement unit in the body of the message.