

## How to Request Materials

1. You can mail, fax, or email requests. We prefer email.
2. Use either the Textbook Request Form or the APH Products Request Form.
3. Click on the form, save it on your computer, complete the form and email it as an attachment to [Gabrielle Borders](#) at the Missouri School for the Blind.
4. We will lend items from our collection to visually impaired students, or purchase texts and educational products from the American Printing House for the Blind if the student is legally blind.
5. We will identify sources for items we cannot provide.
6. We will send you a summary of our actions and recommended sources.

## About Textbook Requests

Before ordering texts, please examine the student's edition of the book and carefully check all information: title, edition, author, copyright date, and most importantly, the ISBN from the student edition.

Complete all areas of the order form accurately to prevent ordering the wrong text or processing delays.

## Timeline for Requesting Texts

To ensure that textbooks are available for your visually impaired students when the semester starts, please submit your request to the Missouri Instructional Resource Center within the following timeline:

**For braille texts**, submit your request 8 to 9 months before the text needed. *Why so much time?* If your text requires transcribing, extra time is required for this lengthy process. If a textbook is not available from MIRC or APH, we will identify commercial sources or refer you to the appropriate source for a NIMAC source file.

### For hardcopy large print texts:

- Submit your request for 1<sup>st</sup> and 2<sup>nd</sup> semester texts in the preceding spring (April or May) since you may be unavailable during summer break.
- 2<sup>nd</sup> semester texts that were not requested in the preceding spring should be submit by November 15<sup>th</sup>.

Although we will continue accepting requests beyond this timeline, the chance of getting your books in time for the start of school diminishes greatly, especially if a textbook has not been produced in braille or large print already.

## About APH Product Requests

Provide the product name and APH catalog number. If you do not have an APH Product Catalog, you can search it online at [www.aph.org](http://www.aph.org) or call APH for a catalog (800-223-1839).

When ordering specialized kits, it is not necessary to order an entire kit when a single item is needed. Replacement parts are listed in the back of the APH Product Catalog.