

## Policy on Materials Distribution

*The Missouri Instructional Resource Center (MIRC) is not intended to be the sole source for the provision of all the visually impaired student's educational materials. By law, the Federal Quota funds can be used for legally blind students only; and, are designed to help supplement the student's needs. Although every attempt possible will be made to fill material requests, the local education agency has the ultimate responsibility for providing services and materials to identified visually impaired students enrolled in their district.*

Therefore, in an effort to provide an equitable service and to serve as many legally blind students as possible, it is the policy of the MIRC to:

- Require that all students for whom equipment and/or textbooks are requested are registered with MIRC for Federal Quota Funds.
- Process textbook and product requests on a first come, first serve basis.
- Fill as many requests as possible within our budgetary allocation for that particular school year.
- Provide only one (1) copy of a particular textbook for an eligible student.
- Provide only one (1) braille, audio player, or other APH equipment for an eligible student.
- Provide a short-term (2 month) loaner service for selected personal devices used for daily living and social interaction for the purpose of assessment only.
- The MIRC will provide materials as requested but reserves the right to question the requester regarding any order. This may be to ensure that requested materials are appropriate for the student for whom the materials are intended, especially if materials requested are inconsistent in developmental level. The amount and/or cost of materials may necessitate modification of a request.

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