Format updated 5-2021

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| **Provision** **of** **Reading** **Materials** **(PRM)****Organization will establish a self-study committee to assess and rate the organization on the following:**Note: Items with an asterisk (\*) indicate Absolute Standards. The other items are Critical Standards. See Accreditation Handbook for Organizations, page 5 of 17: “All absolute standards must be fully met to receive accreditation. Critical standards must be at least partially met to receive accreditation.” |  Supporting DocumentationIndicate name of file or cite page in documents you provide to show compliance. | Review Committee Decision |
| Fully Met | Partially Met | Not Met |
| 1. \*Policies, goals, objectives, and plans are established for the program for the provision of reading materials consistent with the organization’s mission statement.
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| 2. The provision of reading materials is conducted in accordance with applicable professional, ethical, and legal principles. |  |  |  |  |
| 3. The organization uses designated personnel to implement the provision of reading materials. |  |  |  |  |
| 4. Comprehensive written evaluations are conducted to measure the efficiency and effectiveness of the provision of reading materials. |  |  |  |  |
| 5. The findings from evaluations are included as a systematic component of goal setting, policy making, planning, budgeting, and developing improved evaluation procedures. |  |  |  |  |
| 6. Standard format and procedures conform to the latest guidelines published by the appropriate body for the production and provision of electronic materials. |  |  |  |  |
| 7. Personnel involved in the production of electronic materials for persons who are blind and those with low vision and print-disabled have received appropriate training. |  |  |  |  |
| 8. Criteria for transcribers and other personnel directly involved in the transcription process are documented and published by the program as part of its recruitment and hiring procedures. |  |  |  |  |
| 9. Testing procedures and auditions involve an evaluation process by knowledgeable people who verify candidates' abilities. |  |  |  |  |
| 10. Written training procedures are uniformly implemented. |  |  |  |  |
| 11. Training and instruction are provided to develop familiarity with, and skill in applying the rules and format guidelines of the transcription service. |  |  |  |  |
| 12. Supervised practice in preparation for audition or testing is provided. |  |  |  |  |
| 13. Training is provided whenever an official guide or manual is revised, when changes are made in the standard format, procedures and equipment used by the program. |  |  |  |  |
| 14. Written procedures define the transcription process. |  |  |  |  |
| 15. Copyright permission is obtained when necessary. |  |  |  |  |
| 16. Specialized material is assigned only to transcribers who are familiar with the subject matter. |  |  |  |  |
| 17. Each assignment includes written directions regarding format, production records, schedule of installments, and the expected completion date. |  |  |  |  |
| 18. Any changes required for the effective presentation of a text are governed by official codes or nationally accepted procedures and practices. |  |  |  |  |
| 19. The electronic materials are proofread and corrected. Proofreading reports are documented. |  |  |  |  |
| 20. Corrections are made by the same method as the original transcription. |  |  |  |  |
| 21. The program follows written policies and procedures concerning the duplication of masters or original transcriptions. |  |  |  |  |
| 22. Transcribed reading material is provided in a clear, clean, and uniform manner. |  |  |  |  |
| 23. A systematic program of quality assurance is followed internally as part of the duplicating process. |  |  |  |  |
| 24. Written procedures are developed and implemented for the distribution process. |  |  |  |  |
| 25. The transcriptions are packed in durable containers appropriate for the method of shipment and are identified for the users. |  |  |  |  |
| 26. Procedures include attention to prompt return and re-circulation of loaned materials. |  |  |  |  |
| 27. Written procedures are developed and implemented for the storage of transcribed materials. |  |  |  |  |
| 28. Returned materials are inspected for suitability for continued use. |  |  |  |  |
| 29. The program provides specifications for standard format and procedures of Braille materials that are consistent with those established by the Braille Authority of North America. |  |  |  |  |
| 30. Personnel involved in direct transcription of brailled materials are certified by National Library Service. |  |  |  |  |
| 31. Written training procedures are uniformly implemented. |  |  |  |  |
| 32. Certified transcribers and experienced braillists provide classes or individual training for potential transcribers. |  |  |  |  |
| 33. Training includes code changes, textbook format, mathematics, and any other area as required. |  |  |  |  |
| 34. Official actions of the Braille Authority of North America are monitored, and transcribers are notified of changes to existing codes and of new codes. |  |  |  |  |
| 35. Written procedures define the transcription process. |  |  |  |  |
| 36. Copyright permission is obtained when necessary. |  |  |  |  |
| 37. Specialized material is assigned only to transcribers who are proficient in code(s) and formats required. |  |  |  |  |
| 38. Written instructions regarding format accompany each assignment.**Indicators:** * **code(s)** **required,** **page** **size, title** **page,** **format,** **length** **of** **Braille** **line,** **Braille** **page** **identification,** **running** **head,** **or** **other** **required** **formats, number** **of** **pages** **per** **volume.**
* **equipment:** **manual** **Braille** **writer,** **computer** **software,**

**contact** **if** **further** **instructions** **are** **required.** |  |  |  |  |
| 39. Any changes required for the effective presentation of a text are governed by official codes and nationally accepted procedures and practices. |  |  |  |  |
| 40. The Braille is proofread and corrected. Proofreading reports are documented. |  |  |  |  |
| 41. Corrections are made by the same method as the original transcription. Pages that require erasures to correct are re-transcribed. |  |  |  |  |
| 42. Equipment utilized in the production of brailled materials is appropriate to the program goals. |  |  |  |  |
| 43. The program follows written policies and procedures concerning the distribution of brailled materials. |  |  |  |  |
| 44. Packaging for paper Braille volumes is sized appropriately for the volume(s). The Braille pages are not compressed from any direction. |  |  |  |  |
| 45. All materials are clearly labeled in print and Braille. |  |  |  |  |
| 46. Written procedures are developed for the storage of brailled materials. |  |  |  |  |
| 47. Computer masters are kept in a protective environment from temperature extremes. All masters are duplicated, and the duplicate is stored separately from the original. |  |  |  |  |
| 48. Returned materials are inspected for suitability for continued use. |  |  |  |  |
| 49. Standard format and procedures conform to the latest guidelines for the production and provision of large print reading material. |  |  |  |  |
| 50. Personnel involved in the production of large print materials have received appropriate training. |  |  |  |  |
| 51. Criteria for personnel directly involved in the production of large print materials are documented and published by the program as part of its recruitment and hiring procedures. |  |  |  |  |
| 52. Evaluation procedures involve knowledgeable people who verify the candidate's ability. |  |  |  |  |
| 53. Written training procedures are uniformly implemented. |  |  |  |  |
| 54. Training and instruction are provided to develop familiarity with, and skill in applying the rules for enlarging materials. |  |  |  |  |
| 55. Training is provided whenever an official guide or manual is revised, when changes are made in the enlarging standard format and equipment used by the program. |  |  |  |  |
| 56. Written procedures are defined for the enlarging process. |  |  |  |  |
| 57. Copyright permission is obtained when necessary. |  |  |  |  |
| 58. Specialized material is assigned only to persons who are familiar with the subject matter. |  |  |  |  |
| 59. Each assignment includes written directions regarding format, production records, schedule of installments, and the expected completion date. |  |  |  |  |
| 60. Any changes required for the effective presentation of a text are accepted by procedures and practices. |  |  |  |  |
| 61. The large print material is proofread and corrected. Proofreading reports are documented. |  |  |  |  |
| 62. Corrections are made by the same method as the original printing process. |  |  |  |  |
| 63. The program follows written policies and procedures concerning the duplication of masters and original documents. |  |  |  |  |
| 64. The program replies promptly to requests and states the conditions for providing copies. |  |  |  |  |
| 65. Large print reading material is provided in a clear, clean, and uniform manner. |  |  |  |  |
| 66. Whenever photo enlargement is used, every effort is made to adhere as closely as possible to nationally accepted standards for print clarity and size. |  |  |  |  |
| 67. A systematic program of quality assurance is followed internally as part of the duplicating process. |  |  |  |  |
| 68. Equipment utilized in the production of large print materials is appropriate to meet the demands of the task. |  |  |  |  |
| 69. Printing and duplicating equipment is properly maintained to ensure that print quality is consistently clean, properly spaced and legible. |  |  |  |  |
| 70. Binding equipment is properly maintained and adjusted. |  |  |  |  |
| 71. Written procedures are developed and implemented for the distribution process. |  |  |  |  |
| 72. Large print materials are packed in durable containers appropriate for the method of shipment and are identified for users. |  |  |  |  |
| 73. Material on loan is shipped in reusable containers. |  |  |  |  |
| 74. Written procedures are developed and implemented for the storage of large print materials. |  |  |  |  |
| 75. Returned materials are inspected for suitability for continued use. |  |  |  |  |
| Total Standards |  | /75 | /75 | /75 |
|  |  |  |  |  |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Provision of Reading Materials Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policy and Procedures for Provision of Reading Materials
* Rules and Regulations for the Provision of Reading Materials
* Verification of Credentials and Resumes for Personnel and Others Providing Services
* Criteria for Transcribers and other Personnel Directly Involved in the Transcription Process
* Transcription Process Chart
* Sample Proofreading Reports
* Quality Assurance Measures
* Material(s) Loan Program Guidelines; and Material Loan(s) Return and Inspection Log
* Written Training and Instruction Guidelines
* Examples of Personnel Training Workshops, Modules and or Curricula
* List of Equipment and Maintenance Records
* See Section I. (G) Program Evaluation and Improvement Required Documents and Submit Each Item for Provision of Reading Materials and Label “I. (G) Provision of Reading Materials.”
* Narrative to explain any standards you rated as partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: