

**Learning Resources Centre**  
**Audio Assistance for Students with**  
**Perceptual Disabilities**  
**- Policy -**

## Definitions

- 1) In this policy,
  - a) "*student*" means an individual who is
    - i) enrolled in a school, or
    - ii) required under Section 8 of the Alberta School Act to attend school.
  - b) "*print-disabled*" means a student who is unable to effectively use conventional print materials due to a physical, or learning disability. (For a definition of learning disabilities and other information, see the Alberta Education Identification of Students with Special Needs web page.)
  - c) "*cost recovery basis*" means the selling price does not recover the cost of the original production nor of the transfer to a 2 track master, but will cover the costs of duplicating and distributing the audiotape which is sold.
  - d) "*audio master*" means the MRU in-house audio recording from which a copy is made.
  - e) "*copyright authorization*" means permission has been obtained, or already exists, to sell the title in audio format on a cost recovery basis.
  - f) "*used exclusively*" means that the audiotape is to be used only by a Grade 1 to 12 student who is print-disabled.
  - g) "*school*" means a structured learning environment through which an education program is offered to a student as defined under Section 1 of the Alberta School Act.
  - h) "*Individual Program Plan (IPP)*" means a concise plan of action designed to address the student's special needs based on diagnostic information, and includes any required classroom accommodations (e. g. audiotape format).

## Background

- 2) The type and availability of appropriate learning resources directly contributes to the literacy growth of print students who are print disabled. Therefore, in 1996, Alberta Education established the Audiotape Service for Students with a Print Disability to sell audiotapes to schools for the use of these students.

## Mandate

- 3) Alberta Education, through the LRC, sells audiotapes on a cost recovery basis to Canadian schools for use by their eligible Grade 1 to 12 students who are print disabled so that these students may make the most effective use of their educational opportunities.

## Eligibility Criteria for Service

- 4) Any Canadian school can purchase the audiotapes available in this service for use by their eligible Grade 1 - 12 students who are print disabled. Students are required to have an Individualized Program Plan ("IPP" in Alberta, or its equivalent in other provinces), which identifies the audiotope format as a classroom accommodation.

## Role of the LRC

- 5) Alberta Education, through the LRC:
  - a) sells on a cost recovery basis to schools, 2 track audiotope resources;
  - b) provides a listing of audiotapes available for sale in the print and Internet Resources Catalogue;
  - c) administers the application of the Learning Resources Credit Allocation (LRCA) for this service (Alberta schools only);
  - d) accepts returns within 4 weeks of shipping date.
- 6) Alberta Education, through the LRC's Materials Resource Unit for the Visually Impaired:
  - a) duplicates the audiotope resources to be sold in this service from the existing inventory of audio masters previously recorded by the MRU for students who are visually impaired. Several factors determine product availability, including budget resources, duplication capacity, suitability of text for audio recording, level of cost recovery attainment, status of the resource as determined by the Curriculum Branch and whether there is an audio master, that is whether the title has been recorded into the audio format;
  - b) provides audiotapes of complete books;
  - c) provides schools with information on the products available in the Print Disability Service, as well as referrals to other services and resources provided by other government departments, agencies, etc.

## Audio Production Standards/Unit Procedures

- 7) The Audio Unit produces resources according to the following standards:
  - a) The National Braille Association *Tape Recording Manual*, the Library of Congress National Library Service for the Blind and Physically Handicapped *The Art and Science of Audio Book Production*, The American Foundation for the Blind *Tape Recording Books for the Blind*, The Canadian National Institute for the Blind *From Print to Audio: Preparing a Book for Recording*;
  - b) and follows procedures in the MRU Audio Service Procedures Manual and Print Disability Service Procedures Manual.

## Copyright

- 8) Only those audiotapes for which copyright authorization exists or has been obtained are available for sale.
  - a) Copyright restrictions limit the usage of audiotapes solely to students who are print disabled.
  - b) Copyright authorization precludes further copying of the audiotape and prohibits the placing of the audiotape into the school library for general use.