

DHHS POLICIES AND PROCEDURES

Section III:	Communications
Title:	Braille Services, Information on
Current Effective Date:	3/30/05
Revision History:	8/1/02
Original Effective Date:	5/1/02

Purpose

The purpose of this policy is to clarify the process whereby documents and information in various forms are transcribed into braille by the Communications Unit of the Division of Services for the Blind (DSB).

Policy

It is the policy of the Communications Unit of DSB to provide braille transcription services to other division/facility/school of the Department of Health and Human Services (DHHS), as well as, to other private and public entities to the greatest extent possible, in a responsive and cost efficient manner, and within the resources of the DSB. In order to achieve this policy, the following implementation procedures are provided.

Implementation

1. Fees
 - A. There is no charge for material produced in any format for the DSB, material which is necessary for the DSB employees in the performance of their work responsibilities, or for material necessary for the DSB consumers to achieve their independent living and/or employment goals.
 - B. For other agencies, groups and individuals, the fee for material produced in braille by the DSB is \$.20 per page on stock braille paper.
 - C. There is a \$2.00 fee per braille volume if plastic backs are requested for binding.

2. Copyright Laws

The DSB will follow all copyright laws, specifically public law 104-197, which allows the production of material in "specialized formats" (braille, audio, or digital text which is exclusively for use by blind or other persons with disabilities) without obtaining copyright permission.

3. Advance Notice

The DSB will produce work as quickly as possible. The time required will vary depending on the amount of work pending when the new job is presented. A small job is defined as under 25 pages, and one (1) week advance notice is requested for this. A large job is defined as 25-400 pages, and one (1) to two (2) months advance notice is requested. It should be noted that a job will be completed much quicker if a disk of the material is provided. Also, each request must be submitted separately.

4. Type of Material Accepted

- A. The unit will not produce textbooks or cookbooks. Also, the DSB will not produce math, computer code or foreign language braille. Consumers will be referred to appropriate agencies or groups when the DSB is unable to fulfill requests.
- B. The DSB will not accept outside work with short deadlines if the work load is heavy for DSB material at the time of the request. There will be no work accepted in excess of 400 pages.
- C. The DSB will accept all work requested by the DSB as priority, but the DSB employees are expected to adhere to the above guidelines about time frames for presenting work.
- D. Outside work will be accepted as time permits. Examples of acceptable outside work are: Personal needs of the DSB consumers, employer manuals, menus, plays and programs for recreational opportunities, educational material for community colleges, and newsletters for appropriate organizations.

5. Procedures

- A. Requests from the DSB staff for material to be produced in braille should be accompanied by a written letter or note stating the number of copies needed and the requested completion date.
- B. Outside work requests should be accompanied by a letter or purchase order from the individual or organization requesting the work. The number of copies needed, the name of person to be billed and the billing address, and the date by which the completed work is requested should be indicated in the letter or on the purchase order. A copy of the unit's coversheet may be used (see attached).
- C. An invoice will be provided with the completed work for all requests outside of the DSB. A braille note with information regarding prices and where to mail the payment will be mailed with any completed braille material. Then the

- D. print invoice will be mailed along with information regarding prices and will indicate where to mail the payment. A sample cover sheet for the next request will be provided.

For questions or clarification on any of the information contained in this policy, please contact [The Division of Services for the Blind](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).

**COVERSHEET FOR MATERIAL SUBMITTED TO THE
COMMUNICATIONS UNIT FOR TRANSCRIPTION**

Date Submitted: _____

Description or Title of Material: _____

Material Requested By:

Person/Department: _____

Requested For: _____

Contact Information:

E-mail: _____

Address: _____

Billing Information:

Person/Department Billed: _____

Address: _____

Need Bound (please check preference):

Blue Backs (\$2.00/set) _____ Spirals _____ (No
charge)

Needed By (Date):
