DEPARTMENT OF EDUCATION

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401 Federal Street Suite 2
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To ensure that Accessible Instructional Materials (AIM) are provided in a timely manner for eligible students, the Delaware Department of Education has created a centralized service for the creation and distribution of such materials. The Delaware AIM Center will manage the materials acquisition and distribution process for the entire state, alleviating the burden on individual schools and districts to find, procure and, in some cases, produce accessible materials. A Digital Rights Manager (DRM) is a staff member designated by the LEA to request, receive, and track usage of copyrighted accessible instructional materials for students with print disabilities. Schools will not be able to obtain and use AIM materials from the Delaware AIM Center without appointment and certification of a Digital Rights Manager. LEAs may designate more than one staff member to serve in this capacity, but all DRM designees must pass a certification test before they are permitted to order and distribute materials within their designated schools.

The Role of the DRM

1. Complete all required training:
   a. Newly Appointed DRMs: Attend "Accessible Instructional Materials & the Role of the Digital Rights Manager" live webinar training and complete/pass quiz provided by the AIM Center (2.5 hrs.).
   b. Current/Existing DRMs: Complete "Accessible Instructional Materials & the Role of the Digital Rights Manager: Annual Refresher" recorded webinar training and assurance, by October 30th of the school year, provided by the AIM Center (1 hr.).
2. Requests alternate formats of core instructional materials required by students with print disabilities.
3. Confirms that the IEP team has determined that a student is eligible for AIM and has documented print access needs in the IEP.
4. Uses the Delaware AIM Center website to request alternate formats of materials.
5. Ensure that a copy of the requested book is sent to the AIM Center at the same time that an order is placed.
6. Receives and logs shipments and disseminates received materials to teachers serving qualifying students.
7. Supports the district/school by ensuring compliance with copyright requirements.
8. Returns materials as directed upon completion of use.

June 14, 2023

Digital Rights Manager Designation

With this form, you will identify the person(s) you have selected to serve as Digital Rights Managers.
You must also indicate whether the individual(s) selected will serve as the Digital Rights Manager(s) (DRM) for the full LEA or at an assigned building(s).

LEA: _____ **Date:** _____

LEA Director/Supervisor of Special Education: _____

*LEA Director/Supervisor of Special Education Signature: _____
   *If the LEA Director/Supervisor of Special Education is being appointed as a DRM, a Superintendent, Assistant Superintendent, or Head of School must sign above and indicate his/her role.

Please provide the information below and indicate if the individual will be an LEA or building level DRM.

In addition, if you are removing a previous DRM, please note the change below.

DRM Status: Adding DRM   Removing DRM   **Level:**   LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

DRM Status: Adding DRM   Removing DRM   **Level:**   LEA Level   Building Level

First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

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First Name: _____   **Last Name:** _____

Email: _____   **Phone:** _____

Building Assignment(s): _____

Return completed document to the AIM Center (info@aimdelaware.org)

June 5, 2023

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