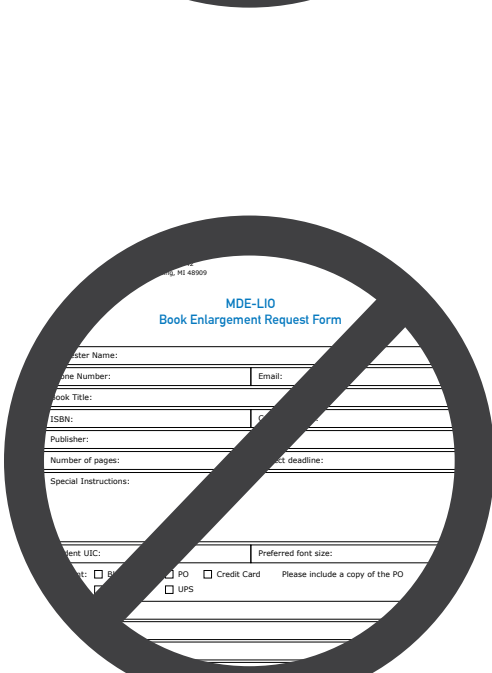




A Special Announcement

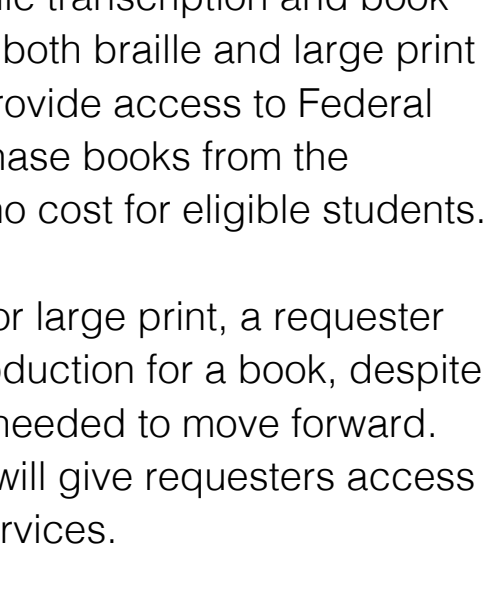
From MDE-LIO

We are pleased to announce a major update to our braille and large print production services. Starting August 29, 2018, MDE-LIO will launch an Online Production System and will no longer accept the Transcription Request form or the Book Enlargement Request Form. Why are things changing? How will the new system work? What are its benefits? Find out in this exciting issue of the MDE-LIO Newsletter!



Why the change?

Since 2006, our book production service has grown by more than 3,000 percent! We process hundreds of requests and produce thousands of braille and large print volumes every year. To provide a higher level of service, we are moving the Braille Transcription Request Form and Book Enlargement Request Form online. The new system will make it easier for our staff to manage requests and provide users with great new features.



We have always recommended that Michigan-based organizations fill out the Request a Book Form before submitting braille transcription and book enlargement requests. We have a vast library of both braille and large print books available to Michigan students, and we provide access to Federal Quota Funds. These funds can be used to purchase books from the American Printing House for the Blind (APH) at no cost for eligible students.

Previously, if a book was not available in braille or large print, a requester would have to fill out another form to request production for a book, despite having already sent in nearly all the information needed to move forward. With the new system, the Request a Book Form will give requesters access to our loan library, APH, and book production services.

How will the new system work?

1. Anytime you need a braille or large print book for a Michigan student, you can start by filling out the Request a Book Form.
2. An MDE-LIO staff member will automatically try to find a free copy for you. If we can find one, we will mail it from our library or order it from APH (for eligible students) right away.
3. If a book is unavailable in the requested format, you will receive an email stating that your request information has been sent to Production Services. Production will not begin, however, until we send you a quote and receive your approval to proceed.
4. If a book needs to be transcribed or enlarged, we will need copies of the book(s) to provide a quote. An email will be sent to you with instructions on how to send us the book(s). Please wait to send the book(s) until you receive this email. It will include shipping instructions and may be printed as a packing slip so we can match your book(s) with your request. If we don't receive the book(s) within 30 days, we will automatically cancel the request.

Request No.: 2268	Student UIC: *****0000	Book Format: Braille
Recently Updated		
Title	Status	Notes
Math Book ISBN: 1234567890	Production Services Notified	The book request has been forwarded to our Internal Production Services team. You will be notified shortly with a quote or further instructions for having the book produced.

4. If a book needs to be transcribed or enlarged, we will need copies of the book(s) to provide a quote. An email will be sent to you with instructions on how to send us the book(s). Please wait to send the book(s) until you receive this email. It will include shipping instructions and may be printed as a packing slip so we can match your book(s) with your request. If we don't receive the book(s) within 30 days, we will automatically cancel the request.

Request No.: 159	Student UIC: *****0000	Book Format: Braille	Total Cost: \$100.00	
Recently Updated				
Title	Quote	Status	Tracking #	Notes
Math Book ISBN: 1234567890		Awaiting Materials		
- ACTION REQUIRED - If you have not already contacted us, you must take action in order for us to process your request. If we have not heard back from you within 30 days we will cancel your request. <ul style="list-style-type: none">Awaiting Materials: Please send in two copies of your book(s) so that we can provide you an accurate quote. Please print a copy of this email and include it with your shipment. If the quote is accepted, one book will be used for the transcription process and will not be returned. The other book will be returned with your order. Ship book(s) to: MDE-LIO 702 W. Kalamazoo St PO Box 30742 Lansing, MI 48909				

5. Once we receive the book(s) and can assess the transcription or enlargement cost, we will send you a quote via email. Note: If a braille master copy is available, a quote will be sent right away.

Request No.: 159	Student UIC: *****0000	Book Format: Braille	Total Cost: \$100.00	
Recently Updated				
Title	Quote	Status	Tracking #	Notes
Math Book ISBN: 1234567890	\$100.00	Quote Sent		
- ACTION REQUIRED - If you have not already contacted us, you must take action in order for us to process your request. If we have not heard back from you within 30 days we will cancel your request. <ul style="list-style-type: none">Quote Sent: To approve the provided quote, please reply to this email and let us know which books are being approved. Be sure to include your expected method of payment (if applicable). You can also call MDE-LIO at 517-373-2107.				

6. If you would like to proceed with the request after receiving the quote, simply reply to the email to let us know which books you would like to proceed with. Please indicate if you will be paying via P.O. or credit card. If we don't hear back from you within 30 days, we will automatically cancel the request.
7. Once you accept the quote, MDE-LIO will begin production. When the process is complete, you will be notified and receive your shipment tracking numbers.

What are the benefits of the new system?

There are many benefits to the new Online Production System, and more features will be added in the future to make it even better. Here are a few of the benefits you can expect:

1. A single online form will give Michigan organizations access to all of our book services.
2. When you log in to your MDE-LIO account, you'll be able to see your entire request history. Opening any request will let you see the status of each book.
3. Quotes for braille and large print will be sent via email through the Online Production System.
4. Each status update email you receive will provide detailed instructions on how to proceed.
5. Follow-up emails will let you know when your books have entered production, when they have shipped, and what your tracking numbers are.

View	My APH Product Requests	My Book Requests	My Production Requests	Shipping Addresses
User Information				
Full Name: Rory Goodline				
Email: goodiner@michigan.gov				
Phone: 517-373-4772				
Update profile				
Default Shipping Address				
Address Name: MDE-LIO				
Recipient's Name: Rory Goodline				
Address: 702 W. Kalamazoo St Lansing, MI 48906				
+ Add New Address Edit				
Recent APH Product Requests				
No APH Orders				
New APH Order				
Recent Book Requests				
Request #	Recipient's Name	Created		
2268	Rory Goodline	08/09/2018		
2267	Rory Goodline	08/08/2018		
2266	Rory Goodline	08/08/2018		
2265	Rory Goodline	08/08/2018		
View More				
New Book Request				
Recent Production Requests				
Request #	Recipient's Name	Created		
159	Rory Goodline	08/09/2018		
158	Rory Goodline	08/08/2018		
157	Rory Goodline	08/08/2018		
156	Rory Goodline	08/08/2018		
View More				
New Book Request				
New Out-of-State Request				

What about Braille on Demand?

The Online Production System will not support Braille on Demand at launch. However, we are currently developing an online Braille on Demand service. Stay tuned for more information. In the meantime, you can continue to contact Robert Beaton at beatonr@michigan.gov or 517-243-5583 for your Braille on Demand needs.

What if I did my own book search?

We know many teachers in Michigan use The View and the LIO database to do book searches on their own. Please feel free to continue to do your own book searches. If you already know a book is unavailable in braille or large print and would like to use our production services or just receive a quote, please use the Request a Book Form.

Can I still call Rob if I want a Braille book?

Absolutely. Robert Beaton, our Braille Production Coordinator, is here to help. You can reach him by email at beatonr@michigan.gov or phone at 517-243-5583 to get information and ask questions. However, for requests to proceed, users will need to submit a request online using either the Request a Book Form for Michigan organizations or the Out-of-State Braille Request Form for non-Michigan organizations.

What if I'm not located in Michigan?

If you're not in Michigan, the process is very similar to the process for Michigan users. However, out-of-state users will need to use the Out-of-State Braille Request Form. This form is separate because our free book search services and book enlargement services are only available to Michigan organizations. Additionally, we require a unique identification code (UIC) for Michigan students on the Request a Book Form.

Out-of-state users can continue to contact Robert Beaton for assistance, but they will now need to fill out an Out-of-State Braille Request Form to proceed with a request.

Out-of-state users will gain the same new features that Michigan-based users enjoy, including request numbers, request history, status update emails, and the ability to create an MDE-LIO account.

How do I create an account?

Start by going to www.mdelio.org. In the upper right corner, click the "Register" link.

Account Login Register

Search MDE-LIO

SEARCH

Change contrast: A A A A

AF/HARD OF HEARING

PARENTS' CORNER

NEWS

ABOUT

CONTACT

MDE-LIO SUPPORT

MDE-LIO's Outreach Support process offers a new way for families and districts to request guidance.

Learn more: [BVI and DHH Outreach Support](#)

Follow the on-screen instructions. Please use your work email when creating an account.

After you create an account, your contact information will auto-fill when creating new requests. Additionally, you can save multiple addresses and quickly select them to save time.

You will also gain access to the user dashboard. From there, you can view your contact information and previous requests.

Questions

We hope you are as excited as we are to use the new Online Production System. Our goal is to make requesting our services as easy, efficient, and useful as possible. We understand this is a major update to our process and a big change for everyone who uses our services. If you have any questions, don't hesitate to contact us.

Contact Us:

702 W. Kalamazoo St
PO Box 30742
Lansing, MI 48909

Phone: 517-373-2887
Toll Free: 888-760-2206
Fax: 517-335-1632

msdb-outreach@michigan.gov

Quick Links:

[Request Books](#)

[Request Materials](#)

[Student Registration](#)

[DHH Service Delivery Tools](#)

[ASL Assessments](#)

Website:

[Homepage](#)

[Contact](#)

[BVI Events](#)

[DHH Events](#)

[Facebook](#)