**Important Information for AFM Advisors**

# **What do AFM Advisors do?**

AFM Advisors:

* reset their own passwords and reset students’ passwords
* access a list of students in their school approved for AFM
* access the individual profiles of these students, and
* add and remove the resources students’ need

**Note:** The AFM Advisor does not need to delete resources from the student profile at the end of the school year; the system will do that for them. Each school year starts anew in September with a revised student list and empty profiles. Schools must request continued access for approved students each year. Generally this is the AFM Contact Teacher’s responsibility.

# **Are AFM Advisors solely responsible for supporting students with the accommodation of AFM?**

No. Many teachers support the accommodation of alternate format materials (AFM). Any teachers may assist students with the use of AFM; apply to AFM-NL for student access; and order alternate materials not available through the AFM-NL digital library.

AFM Advisors manage student access to materials on the AFM digital library by downloading the required resources from the digital library to student profiles and resetting student passwords, as required. The provision of AFM is a team effort.

# **How do AFM Advisors know which resources are required?**

Every student approved for access to AFM-NL has an AFM Contact Teacher, who is assigned by the student’s Program Planning Team. AFM Contact Teachers are responsible for ensuring AFM Advisors are provided a list of resources required by their students. It is not expected that Contact Teachers will know every book needed from the digital library when they first communicate with an AFM Advisor. They may notify an AFM Advisor of resources required anytime throughout the year. AFM Advisors and Contact Teachers must communicate regularly to ensure students have access to the resources they require from AFM-NL.

If a student needs resources that the digital library does not offer, teachers can request them using the [Order Form to Request New Items from AFM-NL](https://www.gov.nl.ca/eecd/forms/studentsupport/applications/). Once the resources have been

added to the library, AFM-NL will notify the Contact Teacher and AFM Advisor by email. The AFM Advisor is responsible for adding the resource(s) to the student account(s).

# **What does an AFM Advisor need to know about Copyright Law?**

Section 32(1) of the Canadian Copyright Act permits Canadians with print disabilities to make accessible versions of books and other publications, or to have them made for them. The exception in 32(1) does not apply where the work or sound recording is already commercially available in a format specially designed to meet the needs of the individual.

A print disability is a disability which interferes with a person’s ability to read traditional print materials due to:

* Visual impairments
* Impairments which result in the inability to hold or manipulate a book
* Impairments in reading comprehension.

AFM-NL provides access to alternate format resources to students with impairments related to the inability to hold or manipulate a book or reading comprehension. These are the students for which AFM advisors have responsibilities. Students with visual impairments access alternate format resources through the district’s itinerant teachers for the visually impaired.

In order to comply with Copyright legislation AFM Advisors must ensure that:

* They understand copyright legislation pertaining to the provision of alternate format materials
* Print copies of resources are available to students along with the AFM
* Only the books required, in the formats required are uploaded to student profiles
* Access passwords for advisors and students are not shared with other teachers or students
* AFM-NL Resources are only provided to students approved for access to this library.

Use of AFM-NL resources with students who do not have a print disability is a violation of Canadian Copyright legislation. It is important for anyone creating, acquiring, using or providing access to alternate format resources to stay informed of current copyright legislation.

Need more information on copyright?

* [Read Section 32 of the Copyright Act](https://laws-lois.justice.gc.ca/eng/acts/c-42/page-15.html#docCont)

**How many AFM Advisors does a school need?**

There is no limit on the number of teachers that can register to access the AFM digital library.

Many small schools in the province have just a handful of students accessing AFM and one advisor is enough. However, assigning one teacher to a large number of students may not be ideal, therefore a large school with a correspondingly large number of students accessing AFM may require more AFM Advisors. Decisions regarding the number of teachers registered with the library are made at the school level.

**How can a teacher become an AFM Advisor?**

Once the required professional learning has been completed, teachers fill out an online registration form at [www.ed.gov.nl.ca/edu/forms/studentsupport/applications.html](http://www.ed.gov.nl.ca/edu/forms/studentsupport/applications.html). A temporary password will then be sent to them from AFM-NL . Registration with the library is a one-time event. AFM Advisors do not need to reapply. However if an advisor changes schools it is important to email [AlternateMaterials@gov.nl.ca](mailto:AlternateMaterials@gov.nl.ca) so that we can change the school you are assigned to on our library and thereby ensure you have access to the students approved for your current school.