

Talking Book Program Guidelines



Fairfax County Public Library

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Talking Book Service Guidelines

Please keep these guidelines and refer to them as needed. Contact us if you have any questions or problems. We want to provide the service that works best for you. This publication is available on the Fairfax County Public Library Web site:

www.fairfaxcounty.gov/library/branches/as/

Introduction to the Talking Book Program

The Talking Book Program is administered by the Access Services branch of the Fairfax County Public Library on behalf of the National Library Service (NLS), a division of the Library of Congress.

Access Services lends free NLS recorded books and magazines to residents of Fairfax County, the City of Fairfax and the City of Falls Church who are unable to read or use standard print due to blindness, visual impairment or physical limitations. Once certified with Fairfax County, customers may also receive Braille materials by mail from the NLS regional library located in Richmond, Virginia.

Talking Book Program Materials

Audio materials distributed by the NLS Talking Book Program are available in two special formats: Digital cartridge and four-track cassette. Virtually all digital talking books will fit on a single cartridge. Talking book cassettes may have up to four sound tracks on each cassette. The cassettes are labeled 1,5,9 etc.

Each talking book customer receives a player designed for use with the talking books. If you have problems with your player, we will replace it with an operating player at no charge. The players are owned by the federal government and loaned through Access Services.

We also provide NLS player accessories and special adaptations as needed. These include headphones, remote control units, pillow speakers, amplifiers and extension levers.

Using the Cassette Player

Playing a Four-Track Cassette Tape in a Player

1. Side selector switch is located on the right hand side of the player. The side selector switch is the third control from the bottom. It enables readers to listen to both commercial and talking book cassettes. When starting with side 1, push the side selector switch down to the left, marked 1-2. Push the side selector switch down to the right for sides 3 and 4.
2. Place cassette 1 in the player with the numbered and Braille side facing up. At the end of the side, the narrator will give a brief reminder of what to do, such as, "End of side one; to continue, turn the cassette over." You will hear similar reminders at the end of every side. When side one is finished, remove the cassette, turn it over and place it in the player with the numbered and Braille side facing down.
3. When side two of cassette 1 is finished, remove the cassette and move the side selector switch to the right (3-4 position). Turn the cassette over and place it in the player with the numbered and Braille side up.
4. When side three of cassette 1 is finished, turn the cassette over again for side four. When side four is finished, the first cassette has been completed and can be removed.
5. Push the side selector switch to the left (1-2 position). The player is now ready to play the first side of the next cassette.
6. Follow the same procedure for all other cassettes in the box. Play each cassette twice on each side until you reach the end of the book.

Battery Charging

The cassette player is battery operated and must be recharged regularly. **Do not remove the battery pack.** To recharge your cassette player, plug the power cord (located in the player's rear storage compartment) into a wall outlet. Recharging will begin automatically. A full charge for a run-down battery takes approximately 12 hours. You can play cassettes during the recharging period, but recharging will take longer.

After recharging, the player will operate up to six hours. After several hours of battery use, plug the player into an electrical outlet to charge the battery again.

Using the Standard and Advanced Digital Player

Remove the power cord from the rear compartment and plug the player into a power outlet.

The player will turn on and you will hear "Player On." Do not insert a book cartridge yet,

Press each button to hear a brief description of its purpose and use.

Please listen to each message in its entirety.

Once you have explored the player you are ready to listen to a book:

Hold the book cartridge by the finger hole, with the Braille label facing up, and firmly insert it into the slot at the front of the player.

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Using the Standard and Advanced Digital Player (continued)

The book will start playing automatically.

To stop, press the Play/Stop button.

To listen to a comprehensive user guide on the standard player at any time, press and hold down the Play/Stop button for four seconds.

To listen to a comprehensive user guide on the advanced player at any time, press and hold down the diamond-shaped Information button for four seconds.

Braille and Audio Reading Download (BARD)

<https://nlsbard.loc.gov/>

Digital books and magazines are available to customers through the Braille and Audio Reading Download site. To download an NLS book, a customer must have access to a computer, a high-speed Internet connection, a USB patch cord and a blank cartridge. A book can also be downloaded to a conventional USB flash memory drive, or to a compatible digital player by a third party manufacturer. For additional information, contact Access Services.

Receiving and Returning Materials

Materials borrowed from the Talking Book Program are mailed to you postage-free. When you receive a book or player from Access Services, your name and address show on a pre-printed, two-sided address card.

To return your materials postage-free, simply turn the address card over so that the Access Services address is showing. The diagonal corner cut on the card will be in the upper right hand corner. Talking book mailers may be dropped into any mailbox. For the most efficient service, return each talking book as you finish it.

Talking books are loaned for four weeks. Contact us if you need to request more time to finish a book. Late fees are not assessed, but we regularly contact customers about overdue materials because others may be waiting for the books. You do not have to return most magazines and catalogs. If materials received have no reversible mailing card, you may keep them or dispose of them.

If you receive a defective talking book, place a string or rubber band around the defective tape, put it in the box, and return it to Access Services. To receive another copy of the defective book as soon as possible, please request it by contacting us directly rather than including a note in the return box.

Locating Talking Books

Free NLS publications, the NLS online catalog and our Access Services staff will help you find lists of available materials.

NLS Publications. The publication **Talking Book Topics**, containing descriptions of newly recorded NLS titles, will be sent to you every two months. It is available in large print, Braille, on cassette, as well as being posted on the NLS Web pages. You may also be interested in requesting **Magazines in Special Media**, a descriptive listing of periodicals. NLS supplies many popular magazines on cassette, on the BARD Web site: <https://nlsbard.loc.gov/> and in Braille. Others are available from other sources for a subscription fee. For information about these and other NLS publications, contact us or visit the NLS Web site at **www.loc.gov/nls**.

Electronic Catalog Access. You may reach the NLS online library catalog either by navigating directly to the NLS Web site or by starting from the Fairfax County Public Library Web site as follows:

The NLS Web site: www.loc.gov/nls. Here you will find a wealth of material about NLS, including the catalog. To search the catalog, scroll down and click on "Quick search of the online catalog" or "Voyager search of the online catalog." The NLS catalog includes listings for materials produced by Recording for the Blind and Dyslexic (RFB&D), a nonprofit organization that lends recorded educational books to certified individuals. These are not provided as part of the Talking Book Program.

To receive titles from RFB&D, a separate application, a registration fee and a yearly renewal fee are required. For information, contact Recording for the Blind and Dyslexic, 20 Roszel Road, Princeton, NJ 08540, phone 1-800-221-4792, Web site **www.rfbd.org**.

The Fairfax County Public Library Web site:

www.fairfaxcounty.gov/library. To reach the NLS catalog:

1. Click on Library Branches.
2. Click on Access Services.
3. Click on Talking Book Program.
4. Click on Library of Congress National Library Service for the Blind and Physically Handicapped.
5. Scroll down and click on "Quick search of the online catalog" or "Voyager search of the online catalog."

Access Services staff. Reader advisors are available to help you select books and magazines. Call or e-mail us for assistance.

Requesting Materials

Materials listed in the NLS catalog and NLS publications. Call us with your requests for Talking Book Program titles listed in the NLS catalog, Talking Book Topics and other NLS publications or send requests to us by letter, e-mail or fax.

When sending requests by U.S. mail, no postage is required if you do the following: Print "FREE MATTER FOR THE BLIND" in the upper right corner of the envelope and do not seal the envelope (tuck in the flap instead).

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Requesting Materials (continued)

Phone: Voice 703-324-8380 TTY 703-324-8365

Address: Access Services, Fairfax County Public Library

12000 Government Center Parkway, Suite 123

Fairfax, VA 22035

E-mail: access@fairfaxcounty.gov

Fax: 703-324-8386

Recorded textbooks and educational materials. Available from RFB&D, 20 Roszel Road, Princeton, NJ 08540. Phone 1-800-221-4792. Web site: **www.rfbd.org**.

Browsing at Access Services. Access Services maintains a collection of NLS talking books at our Government Center facility. You are welcome to drop in and browse between 8 a.m. and 5 p.m., Monday through Friday, or to contact us about books you would like to pick up personally.

Books not found in NLS collections. If you would like to request a recorded book that is not in the NLS catalog, we may be able to obtain it for you from another source.

Music service. Although Access Services does not lend music recordings, NLS has a special music collection that includes **Braille and large print music scores and books about music, recorded self-instructional courses and other audio material.** Music materials are loaned free and sent through the mail. Contact us for more information.

Service Options

You may choose to have the Talking Book Program computer system generate titles based on your interests, have Access Services staff select titles for you, or select titles yourself. If you prefer to choose your books, please keep us supplied with plenty of requests because some selections may not be available immediately.

You may also choose your frequency of service from these three options:

Turn-Around. Each time you return a book to us, we will send another to you.

Calendar. You select the number of books that should be sent to you weekly or monthly.

On Demand. We will send books only when you contact us to request titles.

Service Adjustments

Contact us directly by phone or e-mail to request changes to your library service. Please do not write notes on the reversible mail cards or enclose notes in containers. We will be happy to make any of the following adjustments:

Quantity of materials. If you are receiving too many or too few materials, we can easily change the number.

Reading interests. If you are not pleased with the titles you are receiving, we will revise your profile to reflect your interests more accurately.

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Service Options (continued)

Magazine subscriptions. We will start or stop a magazine subscription for you upon request. The change will go into effect between six and eight weeks from the time of your request.

Alternate address. If you plan to be at a temporary address for less than one year, you may arrange to have your books sent to that address.

Change of address. Please notify us of your new address promptly in order to avoid an interruption in service. If you are moving out of the area, we will transfer your account to the appropriate NLS library and notify you of your new library's address and phone number. You may take your player with you to the new location.

Discontinuing or resuming service. Contact us to cancel or resume your library service, either temporarily or permanently.





Access Services

Fairfax County Public Library
12000 Government Center Parkway
703-324-8380 TTY 703-324-8365
FAX 703-324-8386
Email: access@fairfaxcounty.gov



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 Reasonable accommodations will be
made upon request. Call 703-324-8380 or
TTY 703-324-8365.

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