



**Talking Books and Braille Library**

# Reader's Handbook

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State Librarian

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# Welcome!

The Talking Books and Braille Library is a division of the State Library of Louisiana. As a patron of the library you qualify to receive books in special formats. This handbook will help you understand and use our free library services. We hope you enjoy it and we appreciate the opportunity to serve you.

## National Library Service

In 1931 an act of Congress established the National Library Service for the Blind and Physically Handicapped to serve blind adults. Congress expanded the act in 1952 to include children, in 1962 to provide music materials (details, page 19) and again in 1966 to include the physically handicapped. NLS selects and produces the full-length books and magazines, then distributes these reading materials to a cooperative network of 57 regional and 86 sub-regional libraries that circulate them to eligible borrowers by postage-free mail.

TBBL is Louisiana's Regional Library. New materials from NLS are added to TBBL's collection each month.

## Location

TBBL is located in Baton Rouge on the fourth floor of the State Library at 701 N. 4th St. Baton Rouge, LA 70802.

Although some readers pick up books and players in person from the library, most receive materials through the mail. Readers interested in visiting our library should contact us in advance to make sure that our staff is ready to assist.

# Contact the library

Readers can contact us with any questions or problems. We want to get to know our borrowers and want to ensure quality library service.

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Address: State Library of Louisiana  
Talking Books and Braille Library  
701 N. 4th St.  
Baton Rouge, LA 70802

Telephone: 1.800.543.4702 (Toll-free in state)  
225.342.0035 (Baton Rouge)

Hours: Monday – Thursday: 10 a.m. – 2:00 p.m.  
Friday: Phone and email only

Fax: 225.342.6817

Email: [tbbl@state.lib.la.us](mailto:tbbl@state.lib.la.us)  
[tbblkids@state.lib.la.us](mailto:tbblkids@state.lib.la.us) (Children’s librarian)

Web sites: <http://www.state.lib.la.us> (State Library and TBBL)  
<http://www.loc.gov/nls> (National Library Service)

Voicemail: 24 hours a day. We will address service concerns as soon as possible, and return calls if needed.

## Voicemail guidelines:

- Leave full name, spelling out last name.
- Leave phone number with area code.
- Leave a detailed message of service needs or book order.
- Request a return call if necessary.

# Eligibility for service

Anyone who is unable to read standard print as a result of a visual or physical limitation, whether temporary or permanent, may receive library service. Any visual impairment that makes reading difficult will qualify for services. Legally, blindness is not a requirement. The library also provides service to people with physical limitations such as cerebral palsy, multiple sclerosis and muscular dystrophy.

Applications must be certified by a person such as a doctor, social worker, librarian or counselor who can verify visual or physical limitation.

Reading-disabled children and adults may be eligible for library services. In the case of a reading disability, federal regulations stipulate that only a medical doctor or osteopathic physician may certify the application form.

Louisiana residents can sign up for library service by completing the *Individual Application Form* available from TBBL.

Louisiana institutions can sign up for the service by completing the *Institution Application Form*. See the section *Library Service for Institutions* on page 5.

Both TBBL applications are available for download on our website at: [www.state.lib.la.us](http://www.state.lib.la.us). Select the link *Application for service*.

Completed applications may be mailed, faxed or emailed to:

Address: State Library of Louisiana  
Talking Books and Braille Library  
701 N. 4th St.  
Baton Rouge, LA 70802

Fax: 225.342.6817

Email: [tbbl@state.lib.la.us](mailto:tbbl@state.lib.la.us)  
[tbblkids@state.lib.la.us](mailto:tbblkids@state.lib.la.us) (Children's librarian)

# Getting started

Each new reader is assigned a reader adviser to ensure that effective service is provided to everyone. Your reader adviser will assist you with selecting reading material, answering questions, taking book orders and maintaining your account.

On your application, you indicated what services you wanted to receive and whether you wanted to select your own books or have books selected for you based on the subject and author preferences you provided. You indicated how often you wished to receive books. Your reading preferences have been set up accordingly. These preferences can be adjusted anytime to best suit your reading habits. Call your reader adviser if you wish to change your preferences.

Patrons who requested audio books will receive an audio book player in the mail. Keep the box that the player arrives in. It has packing material and a pre-addressed mail card to make returning the player easier in the event it needs to be repaired or you decide to cancel the service. The audio books are shipped in a blue plastic container. Patrons who requested large print books will receive them in a green zippered cloth bag.

The sections that follow give details about how to order books, how to operate equipment, how to sign up for additional services and a frequently asked questions section.

# Confidentiality

The reading records of library users are confidential and kept as long as a user is active. If a user moves to another state, he or she may request a records transfer.



# Library service for institutions

Library service is available to institutions and agencies whose clientele includes blind or physically handicapped persons eligible for materials from the NLS. Such institutions and agencies include schools, hospitals, retirement homes, nursing homes and rehabilitation centers. The institution must assign a specific staff member to be responsible for equipment, talking books and any accessories provided by the library to the institution. These items are federal property and institutions are held accountable for their condition and safe return.

Institutions, including schools or school systems, must have one *Institutional Application* form on file with us for each mailing address to which materials will be mailed. If all materials will be mailed and used at one location, then only one *Institutional Application* form is needed. If materials will be sent to multiple locations, an application form must be submitted for each location.

## **Annual student listing for schools**

By federal law, public and private schools that serve a general student body must establish eligibility for students on an individual basis. Each student using our library service must be certified and have a *Certification for Eligible Student* form on file with us in addition to the *Institutional Application* form mentioned above.

At the beginning of each school year, schools must provide the TBBL with a list of certified students. A reminder letter will be mailed with an *Annual Student Listing* form. *Certification for Eligible Student* forms only need to be completed for new students. For returning students the annual *Student Listing* form is all that needs to be completed.

# Ordering books

There are multiple ways to order books:

1. Order from the *Talking Book Topics* and *Braille Book Review* catalogs.
2. Request books using the TBBL online catalog.
3. Call your reader adviser and request specific titles, authors or subjects.

## **Ordering from *Talking Book Topics* and *Braille Book Review***

*Talking Book Topics* and *Braille Book Review* are bi-monthly publications sent to registered library readers directly from NLS. They are available in large print, Braille or on audio cartridge and contain information about the most recent books produced by NLS.

Listings include book numbers, authors, titles and descriptions for each book. Each catalog comes with an order form allowing readers to check desired books. Then send order forms to TBBL for audio books or to the Utah State Library for the Blind and Disabled for Braille books.

The large print version of *Talking Book Topics* catalog comes with an order form that can be completed and mailed to TBBL. The catalog is also available on audio cartridge and, like the audio books, must be returned within one month of receipt to avoid interruption in delivery of the next issue.

*Braille Book Review* has a Braille order form. Reference the Braille Book Service section on page 8 for more information about ordering Braille books.

## **Ordering and searching the web catalog**

The TBBL online catalog lists everything in our collection: audio books, Braille, large print, descriptive videos and big books. Readers can sign up for TBBL web catalog service by calling their reader advisers to obtain a login ID and password. For information on using the catalog see Appendix D on page 28.

## Ordering through BARD

The Braille and Audio Reading Download service offers a convenient way for eligible patrons with computer skills to download digital audio books and magazines. BARD is available 24 hours a day, seven days a week at <https://nlsbard.loc.gov>.

Materials downloaded from this site may not be shared. It is strictly forbidden to share user IDs and passwords with anyone except personal assistants who will assist readers in downloading material and can be trusted to comply with the BARD user agreement. BARD access can be terminated for anyone found in violation of the agreement.

To use the service successfully, patrons must:

1. be in good standing with TBBL
2. have an NLS digital player or an authorized purchased player
3. have a computer with high-speed Internet service
4. have an active individual email address
5. have a 1 – 2 GB flash drive or blank cartridge

In addition to the NLS playback machine there are several NLS approved third-party devices available for purchase. Purchased devices must be registered and enabled for use before BARD books can be downloaded. Readers can use the “Update account settings” link on the BARD main page, select “Add a new player” and then fill out the form on the resulting page. Notifications will be sent to the player’s manufacturer to authorize your player for use with NLS materials. The manufacturer will send a software key to enable the player. NLS authorized third-party players are listed in Appendix A on page 22.

To apply for BARD:

<https://nlsbard.loc.gov/NLS/ApplicationInstructions.html>

For instructions on how to download digital audio books, reference Appendix B on page 23.

## Ordering through the BARD mobile app

Registered BARD users may use the BARD Mobile app on Apple and Android devices by downloading the free BARD app available through the App Store or Play Store. Here's how to do it:

1. Apply for BARD service.
2. Install the free app to your device.
3. Your first and only login will register your device.

For more information about using the BARD Mobile app, see Appendix C on page 26.



## Braille book service

TBBL has a contract with the Utah State Library for the Blind and Disabled to loan books from its 50,000-item collection to our library patrons who can read Braille. Readers can register for Braille service by calling their reader advisers. After registering for Braille service, the Utah State Library can be reached by calling 1.800.453.4293. To remain active in Braille service you must order at least one book a year.

## Special requests

Readers can request that their reader advisers compile a list of books on any subject or author. To make the list manageable, subject and author requirements should be narrow. For example, a list of books on the history of the Civil War would be far more manageable than a request for books on history. Reader advisers are happy to work on fine-tuning requests.

# Frequently asked questions

## **What is the maximum number of books I may borrow?**

New patrons will only be allowed to check out two books, which should be returned in a timely manner. Once it is determined that a patron is in good standing, the number of books a patron can receive will be increased. If materials are not returned within a loan period, services can be suspended until books are returned.

Patrons in good standing may borrow up to 25 books.

To remain an active patron you must order at least one book a year. If you find that you no longer need our services, please let the library know so we can help you return your books and equipment.

## **What information is needed to order a book?**

Please provide the catalog number, title, or author for each book you want to order.

## **What do the catalog codes mean?**

Each item in our catalog has a two-letter prefix followed by five numbers. The two-letter prefix identifies the medium. The following list identifies the prefixes:

- BR Braille
- BB Big Books
- DB Digital Books
- DV Descriptive Videos
- LP Large Print Books

## **When will I receive books?**

You control the number of books sent and how frequently they are sent. Tell your reader adviser how many books to send at a time. Also let your reader adviser know how often to send book. You may select nightly, weekly, bi-weekly, monthly, bi-monthly delivery.

### **What are my service options?**

With **automatic selection service**, our automated system will select the books and send regular shipments based on your reading preferences. Call your reader adviser to provide your subject and author preferences. You may adjust these preferences at any time. Also, the library keeps track of what you have read and will not send those titles again unless you specifically request them.

With **list only service**, you provide a list of books that are added to your request list. The library will send only the books from your request list. We recommend that you have at least 50 books on your request list to ensure a steady flow of books.

With **on demand service**, the library will not send books on a regular schedule. Books will only be sent when you call in an order.

### **How many books can I request by mail?**

There is no limit. The books will be added to your request list.

### **How many books can I request by phone?**

If you call in a book order, we ask that you limit your requests to no more than 15 books.

### **How can I get a book that I want to read now?**

If you want to read a book immediately, call the library and tell your reader adviser to put it on reserve. If it is available, we send it to you right away. If not, we send it as soon as it is available.

### **What if I am not receiving enough books?**

If you are not receiving enough books, the cause may be that you are not returning your books on time or your maximum checkout limit needs to be increased. Call your reader adviser for assistance.

### **How long can I borrow a digital book, large print book, magazine, Braille book or descriptive video?**

- ◆ The loan period for a digital book is four weeks.
- ◆ The loan period for a large print book is four weeks.
- ◆ The loan period for a Braille book is four to six weeks.
- ◆ The loan period for a descriptive video is two weeks.
- ◆ The loan period for magazines on cartridge is three weeks for weekly magazines and seven weeks for monthly, bi-monthly or quarterly magazines.

Returning books regularly and promptly assures you of a constant flow of reading material. If you need to keep a book longer, call the library and ask to renew it.

### **Do you charge fines for overdue books?**

No, the library does not charge overdue fines but overdue notices are sent periodically. Also there is no charge for a digital book that is damaged during normal use. If you receive a defective digital book, simply mark "defective" on the mailing label before sending it back, then call the library for a replacement.

### **Can my service be canceled?**

Yes. If you do not return the books or you return them repeatedly in poor condition, your service may be canceled.

### **Do you have textbooks?**

No. See page 21 for information about other organizations that provide textbooks.

### **Do I have to pick up and return my books at the library?**

No, all service is via postage-free mail. All materials may be sent and returned using "Free Matter for the Blind and Physically Handicapped" privileges.

# Receiving and returning material

We mail books, magazines and playback machines using the U.S. Postal Service. Materials travel by fourth-class mail and can take seven to 10 days.

All material is mailed and returned marked “Free Matter for the Blind and Physically Handicapped.” No postage is required. Materials come with a two-sided pre-addressed postcard. Flip the postcard over to show the library’s return address. The postcard has a hole that is used to orient the card properly for its return. When the post card is returned to the slot, the hole should be on the upper left side. If the item being returning is defective, it should be indicated in the upper left corner of the card. Mark “Send Replacement” to request another copy of the damaged item.

“Free Matter” privileges are the result of Public Law 91-375, which allows delivery of large print, recorded and Braille materials to persons with disabilities. If any problems mailing books via “Free Matter,” arise, readers should contact their reader advisers.



*Top photo: audio book container,  
middle: large print book bag,  
bottom: digital machine box.*



## Large print books

TBBL has a collection of large print books available for adults, teens and children. Available titles can be browsed in our online catalog or selected by reader advisers based on the reader's likes and dislikes. All large print materials must be returned promptly.

If large print books are kept beyond the loan period, and have not been renewed, large print service will be suspended until the items are returned.

## Popular magazines

NLS offers a variety of magazines in Braille and on digital audio cartridge for free to registered readers. NLS mails them directly based on when the magazine is published. Topics include the arts, news, sports, science, parenting, computers, health and finance. Magazine subscriptions are unlimited.

Digital magazines on cartridge must be returned because NLS reuses the cartridges for the next issues. Weekly magazines must be returned one week from the date received. Monthly, bi-monthly or quarterly magazines must be returned one month from the date received. If cartridges are not returned in a timely manner, your subscription will be cancelled.

Call your reader adviser to order or cancel a subscription. See a list of available magazines in Appendix E on page 30.

## Newspaper reading service

NFB-Newsline is a free telephone dial-in service that provides more than 50 newspapers and popular magazines. You can easily select a newspaper, a section or an article of interest. The immediacy of NFB-Newsline is made possible by use of synthetic speech, that is, computerized speech. The *Talking Book Topics* catalog is available on NFB-Newsline. Reader advisers can enroll readers in NFB-Newsline.

# Playback machines

NLS has designed special playback equipment and accessories for easy operation. Playback equipment is loaned for free as long as readers are actively borrowing books. Each individual reader receives one digital player.

This special digital player is required to play digital books. Many readers ask, "Why does there need to be a special player for talking books?" The NLS encoded format makes the books unusable by the public, a requirement under U.S. copyright law that permits NLS free use of copyrighted material.

Readers must SAVE THE BOX in which the player is shipped. If the player needs repairs, the player will need to be returned in its original box which features a barcode for that specific machine.

## **Operating instructions**

Digital players come with large print and Braille instructions. The player also has a built-in set of verbal playback instructions including individual button descriptions. The TBBL machine department can be reached for assistance in operating the player.

## **Machine maintenance**

Keep your digital player plugged in when you are not using it. If it is unplugged for an extended time, the power level in the battery could drop to a very low level and won't ever fully recharge.

Readers should contact the library if their player breaks. There is no charge to repair it. If the reader's borrowing records are in order, a new machine will be mailed immediately. The defective player should be returned to the library in its original container via the U. S. Postal Service. Extra boxes are not available, but a mailing label can be requested.

Players can be mailed under "Free Matter" mailing privileges so readers will not have to pay postage to return or exchange equipment.

## Types of players

### Standard digital player (DS-1)

The basic playback machine plays NLS digital books on cartridge and downloaded books from BARD. It has a built-in audio guide, and buttons talk when pressed. Each button is also labeled in Braille. Besides the play/stop, fast forward and reverse buttons, the player has controls to adjust volume, speed and tone. A sleep button turns off the player.

### Advanced digital player (DA-1)

This player has the same features as the DS-1 but with additional controls to set and retrieve bookmarks and navigate through the book by chapter, phrase or bookmark.

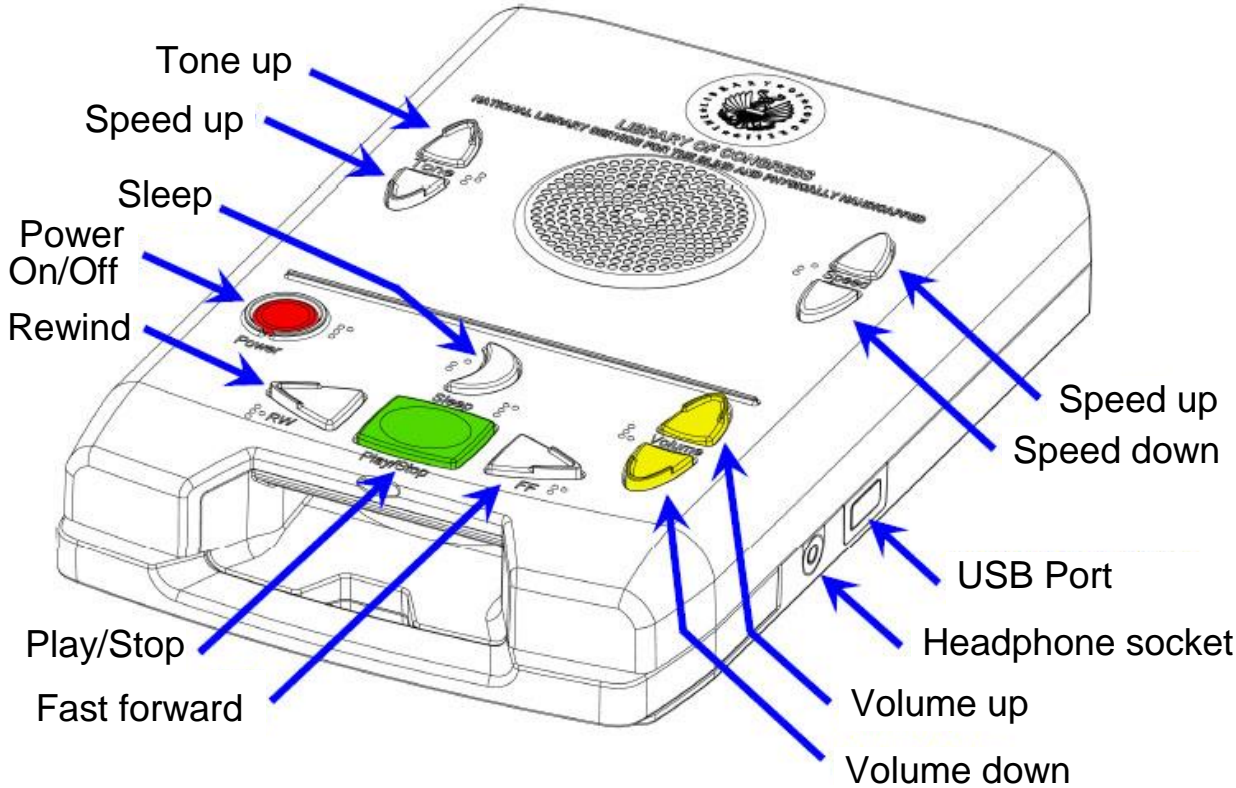


### High-Volume digital players (DA-1 and DS-1)

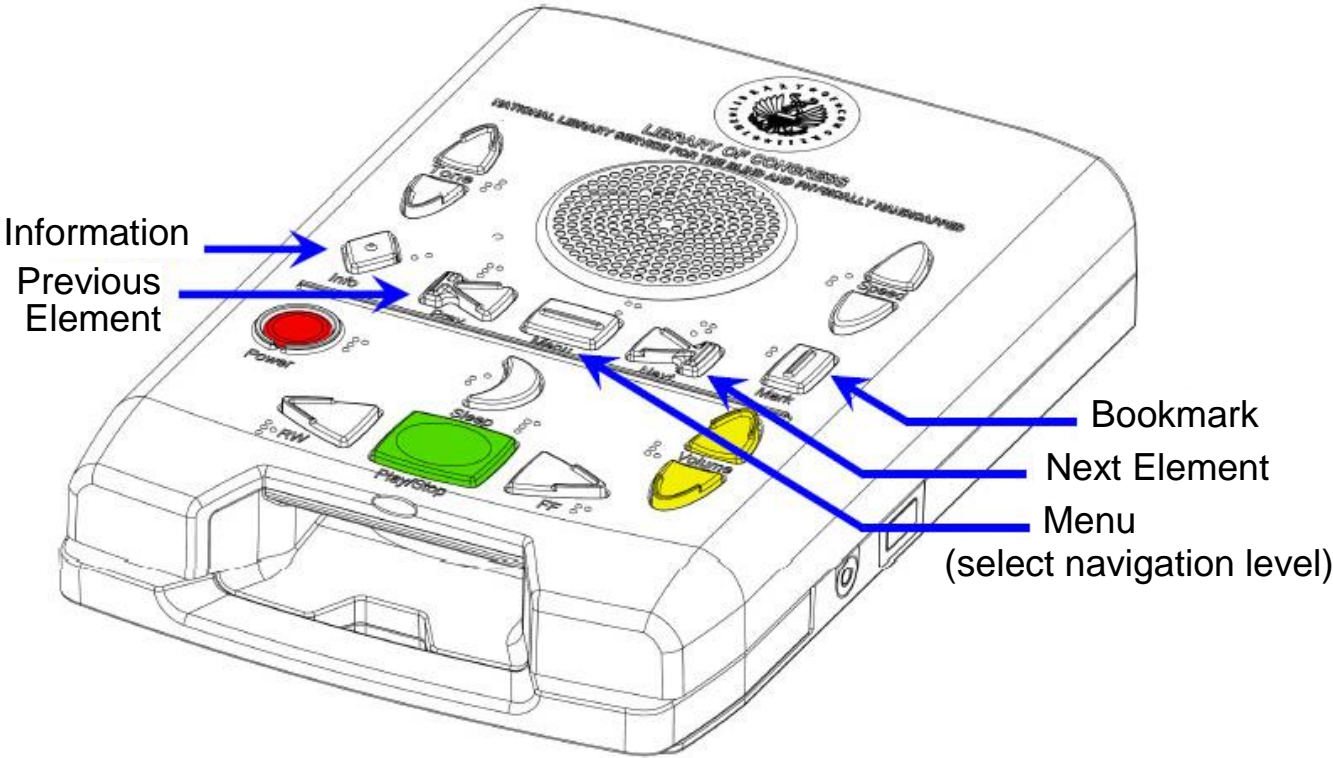
NLS has developed a high-volume version of the digital player for use by patrons who are hearing impaired. The high-volume player, which is paired with a headset, is available as a standard or advanced (DS-1/DA-1) model that has been programmed to have an amplified volume up to 120 dB.

To receive the high-volume player (with the headset), you must fill out a high-volume player application. Call your reader adviser to request an application. Have the application signed by a physician or audiologist and return it to TBBL.

# DS1 button descriptions



# DA1 button descriptions



# Machine accessories

## Headphones

Headphones are only issued to readers who require them for reading talking books where loud speakers are not permitted such as in nursing homes, hospitals and schools. If the reader needs headphones, they can be requested from the library.

## Pillow speakers

A pillow speaker, for readers confined to bed, is placed under your pillow and the recording is heard only by the reader.

## Cartridge cable

This cable allows readers to copy books from BARD onto blank cartridges. One end of the cable attaches to the cartridge and the other end plugs into a standard USB port on a personal computer. Readers must be registered BARD users and purchase their own cartridges.



A list of the sources to purchase blank cartridges is posted at:  
<http://www.state.lib.la.us/special-services/talking-books/nls-type-digital-cartridge>.



## USB flash drive adapter

This adaptor attaches to readers' digital players allowing them to plug in a flash drive so that it is flush with the edge of the player.

# How to use the bookshelf feature

Example: To access multiple books or magazines on one cartridge:

1. Insert the cartridge into player. Turn on the player.
2. Press and hold **Play/Stop** until the player announces **Bookshelf**.
3. Press **Fast Forward** or **Rewind** to move through titles on the bookshelf. Each press takes you to the next title on the bookshelf.
4. Stop when you hear the title you want to play.
5. Press **Play/Stop** to begin the book or magazine.
6. Use the **Fast Forward** or **Rewind** buttons to move between sections within the book or magazine.

## Player reset

If the player is unresponsive or you hear an error message while listening to a book, try the following:

**Reset the player.** Hold down the Power button firmly for at least 7 seconds. A reset beep will be heard. This will not erase any bookmarks or prior book “last marks” from the player. The player will only need to be reset in the unlikely event that it becomes unresponsive in normal operation.

**Clear all information from the player.** Turn off the player. Hold down the Tone Up, Speed Up, and Volume Up buttons and press the Power button. The player will say “Creating New Profile.” This will remove all bookmarks, set the language to English, and reset all controls to their default position.

**Player says “cartridge error.”** This may indicate a problem with the files on the cartridge or with the cartridge itself. Power cycle the player to clear the error but if this is unsuccessful, the book should be marked as defective and returned to the library for further testing.

## Descriptive videos

Hit movies are available because of the generous support of the Jones Foundation (our Friends of the Library organization).

Descriptive videos are VHS tapes of movies, documentaries and television series that carry special narration to describe the action for visually impaired viewers.

We offer this service “on demand”, meaning we will only send videos that are specifically requested. We lend only one descriptive video at a time because of the limited size of our collection. We cannot send additional videos until the previous one is returned and we have checked it in. The loan period for videos is two weeks.

Readers can send a list of desired videos which will be fulfilled one at a time. Readers must have access to a VHS player and a television set but there isn't any special adaptation necessary to hear the description. This equipment is not available from TBBL.

## Music services

People who are blind or physically handicapped may borrow books about music appreciation as well as instructional music directly from the Music Section of the NLS. Music library services from NLS are free.

NLS offers music materials in a variety of formats including large print, Braille books and instructional recordings. Some material is available for download on BARD. If the material is only available on BARD, readers can contact NLS directly at 1.800.424.8567 to possibly obtain the material on a digital cartridge.

# Youth services

The library has both fiction and nonfiction books for children in recorded book, large print, print/Braille (also known as twin vision) and Braille formats. TBBL does not provide books in standard print. If a child needs to “read along” with the recorded books, contact a school library or local public library.

TBBL has one librarian on staff who provides services exclusively for children ages 3 – 18. The Children and Teen Services librarian can be contacted at 1.800.342.0035 or email [tbblkids@state.lib.la.us](mailto:tbblkids@state.lib.la.us) for more information.

## Catalogs

Children’s books catalogs are available upon request. *For Younger Readers* catalog includes talking books and Braille books for children and teens. *Talking Book Topics* and *Braille Book Review* also have sections announcing children’s books in digital, Braille and print/Braille. Children’s books include notations of appropriate grade levels.

## Magazines for children

The National Library Service produces magazines for children including *Cricket*, *National Geographic for Kids*, *Spider*, *Sports Illustrated for Kids* and *Seventeen*. Readers can call or write the Children and Teen Services Librarian to subscribe to a magazine.

## Twin vision print/Braille books

Twin vision books are picture books written for very young children. The original print book, complete with pictures, is rebound with Braille text pages interleaved between the print pages.

These books are excellent for sharing between blind and sighted individuals. Because the books often contain large print, they are also useful for a child with low vision who needs larger print. This print/Braille collection is available through the state library in Utah, which provides both fiction and nonfiction books for grades K through fifth grade. Borrowers can contact their reader advisers if interested in borrowing these books.



## ***Summer Reading Program***

Each summer the library organizes a summer reading program for juvenile and teenage readers using the same theme as the public libraries. Past themes have included *One World, Many Stories*; *Dream Big–Read!* and *Make a Splash–Read!* The programs are designed to encourage children and teenagers to read during the summer. The Children and Teen Services Librarian has details about the annual program. We also encourage children and teens to participate in their local library’s reading programs.

## **Textbooks**

TBBL does not offer textbooks; however, some of the curriculum-related required reading may be available. The organizations listed below have recorded, Braille and large print textbooks for loan or purchase:

### **American Printing House for the Blind**

1839 Frankfort Ave.  
Louisville, KY 40206  
1.800.223.1839  
[www.aph.org](http://www.aph.org)

### **Bookshare**

480 California Ave., Ste. 201  
Palo Alto, CA 94306-1609  
[www.bookshare.org](http://www.bookshare.org)

### **Learning Ally**

20 Roszel Road  
Princeton, NJ 08540  
1.800.221.4792  
[www.learningally.org](http://www.learningally.org)

### **Library Reproduction Service**

14214 S. Figueroa St.  
Los Angeles, CA 90061  
1.800.255.5002  
<https://largeprintschoolbooks.com>

# Appendix A – Purchased Players

At present, NLS authorizes 14 compatible, accessible, commercial devices for playing NLS downloadable books:

- **APH Book Port DT, APH Book Port Plus**  
<http://www.aph.org/>
- **HIMS Blaze EX and HIMS Blaze ET**  
<http://hims-inc.com/products/blaze-et/>  
<http://hims-inc.com/products/blaze-ez/>
- **HIMS BookSense**  
<http://hims-inc.com/products/booksense/>
- **HIMS BookSense DS and HIMS BookSense XT**  
<http://hims-inc.com/products/booksense-ds/>  
<http://hims-inc.com/products/booksense-xt/>
- **HIMS Sense Notetaker**  
<http://hims-inc.com/products/braille-sense-notetakers/>
- **Humanware Apex BrailleNote/VoiceNote**  
<http://www.humanware.com/en-usa/home>
- **Humanware Victor Reader Stratus**  
<http://www.humanware.com/en-usa/search?keywords=stratus&go=yes>
- **Humanware Victor Reader Stream**  
<http://store.humanware.com/int/victor-reader-stream-new-generation.html>
- **LevelStar Icon**  
<http://www.levelstar.com/>
- **Milestone 212 and Milestone 312**  
<http://www.bones.ch/milestone212.php>  
<http://www.bones.ch/milestone312.php>
- **PLEXTALK Pocket PTP1 and PLEXTALK PTN2**  
<http://www.plextalk.com/americas/top/products/ptp1/>

# Appendix B – BARD downloading

## Downloading instructions using keystrokes

1. Plug your blank cartridge or flash drive into the computer.
2. Log into BARD at <https://nlsbard.loc.gov>.
3. Find the book you want to download. At the end of each book description is a link labeled “Download+Book Title.” Magazine issues do not have an annotation, and the screen will display only a link labeled “Download+Magazine Title, Issue.”
4. Press Enter on the “Download+Title” link.
5. When asked whether to SAVE or OPEN, press Alt Key+O. This will begin the download, which will take several minutes.

When the book finishes downloading, you will be sent to a list of files. These are the files that make up the book, and all of them are needed for playing the book.

6. Press Control Key+A to select all the files.
7. Press Control Key+C to copy all the files to the clipboard.
8. Plug your flash drive into your computer or connect the cartridge using the accompanying cable. After a few seconds, your computer will open the Autoplay window. Use the Arrow up or Arrow down cursor keys to navigate to “Open folder to view files.” Press Enter.
9. Press Alt Key+F to enter the file menu.
10. Press W, then press Enter to create a new folder.
11. Type a name for the new folder. This could be the title of the book.
12. Press Enter to set the name and press Enter again to open the new folder.
13. Press Control Key+V. This will paste the files into the folder on the flash drive or cartridge. This may also take a few minutes.
14. Press Alt Key+F4 to close the window.
15. Remove the flash drive or cartridge from your computer. Note: You can save more than one book to your flash drive. Each must be saved in its own folder.

## Downloading instructions using the mouse

1. Plug your blank cartridge or flash drive into the computer.
2. Log in to BARD at <https://nlsbard.loc.gov>
3. Find the book you want to download.
4. Click on the **Download Book** title link.
5. In the File Download window click **OPEN**. The book takes a few minutes to download.
6. The extraction process will be slightly different, depending on what version of Windows you are using. Choosing to **OPEN** in Windows XP automatically launches the Extraction Wizard. Choosing to **OPEN** in Windows 7 automatically launches Windows Explorer.
7. If using Windows 7, after the download is completed, click **Extract all files** to launch the Extraction Wizard.
8. In the Extraction Wizard window, click the **Browse** button and navigate to your flash drive. Highlight the flash drive as the place to the extract files.  
  
Click the **Make a new folder** button in the lower left corner of the window.
9. The new folder will be highlighted so that you can type in the title of the book and tap the Enter key to select the folder. Click **OK**. This takes you back to the Extraction Wizard window.
10. Uncheck the **Show extracted files** checkbox. Click the **Extract** button.
11. If the Extraction wizard doesn't close, click the **Finish** button. Your book is saved to the flash drive. Close Windows Explorer window. Log out of BARD.
12. To remove the flash drive from your computer, double click the **Safely remove the hardware** icon on the task bar in the lower right corner of your monitor.
13. When the message **It is safe to remove hardware** appears, remove the flash drive from your computer.

Note: you can save more than one book to your flash drive, but each book must be contained in its own folder.

## **Instructions for playing the audio books**

1. If you are using the cartridge, plug it into the slot on the front of the digital player. If you are using a flash drive, plug it into the USB port next to the headphone jack on the side of your digital player.
2. Turn on the digital player.
3. Press the Play/Stop button to begin playing the book.
4. If you have saved more than one book to the flash drive, you can access all the books through the Bookshelf feature on the player. To choose the book you want to play, press and hold the Play/Stop button until the player announces "Bookshelf" then press the Rewind or Fast Forward button to move back and forth from book to book on the bookshelf.
5. Stop on the book you would like to play. Press the PLAY button to begin the book.

## **Other catalogs with links to BARD**

You can download books directly from the BARD website or from several online catalogs. Each catalog has a link for each downloadable book that will take you to the BARD log-in page. Links to the catalogs are listed below:

TBBL catalog:

<http://labph.state.lib.la.us/klasweb/>

NLS catalog:

<http://www.loc.gov/nls/>

Voyager catalog:

<http://nlscatalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

## **Instructions for playing MP3 files on the digital player**

The digital player is capable of playing any MP3 file. These include books, music, old time radio programs among others. There are many online sources for MP3 files that are free and in the public domain. The MP3 files must be copied to a folder on the flash drive named "audio+podcasts" in order for the player to recognize the files. Use the Bookshelf feature to access the "audio+podcasts" folder. Then use the fast forward and rewind keys to choose an MP3 file to play.

# Appendix C - BARD mobile app

You must have established a BARD account prior to using the app.

## BARD mobile on an Apple device

1. Open the App store app on the Apple device. Enter the words “bard mobile” in the search text field. Once you find the app, select the Install button. The NLS BARD Mobile application will install on your device. The device will register itself the first time you log in to BARD Mobile using your BARD user name and password.

To access the app in the future, just tap the BARD mobile icon.

2. After opening the app, use the **Bookshelf**, **Get Books**, **Settings** and **Now Reading** tabs along the bottom of the screen.
3. Use the **Bookshelf** tab to select **Audio books**, **Audio magazines**, **Braille books** or **Braille magazines** that have been downloaded. The **Help** menu is available from this tab.
4. Use the **Get Books** tab to select from **Wish list**, **Recently Added Titles** and **Browse BARD**. Books on your Wish list are those you added from the BARD website that are awaiting download. Books or magazines selected from Recently Added Titles are instantly downloaded and ready to read. **Browse BARD** takes you to the BARD website. When you have found a book or magazine, select the **Add to my wish list** link.
5. Use the **Settings** tab to adjust audio, visual and account settings.
6. Use the **Now Reading** tab to listen to a downloaded book or magazine on your **Bookshelf**. **Now Reading** opens the last book or magazine selected from the **Bookshelf**.
7. If you want to download Braille books, you will need a refreshable Braille display device. Be sure to read Section 7 of the *BARD Mobile User Guide*, as it explains how to configure your display and provides keystrokes that make reading Braille a smooth experience.

## **BARD mobile on an Android device**

1. Open the Play store app from the Android device. Enter the words “bard mobile” in the search text field. Once you find the app, select the OPEN button. The NLS BARD Mobile application will install and the app will open on your device.
2. Sign in with your BARD user name and password. You will only need to do this the first time you use the app.
3. Check the Accept Terms of Use service box and then the Login button.
4. Select the Internal Storage Location.
5. Use the **BOOKSHELF**, **GET BOOKS** and **NOW READING** tabs located at the top of the screen to access and listen to books.
6. From the BOOKSHELF tab, select an **Audio book** or **Audio magazine** that has been downloaded. The **User Guide** is available from this tab.
7. From the GET BOOKS tab, select a **Recently Added Audio Book** or **Recently Added Audio Magazine**. Books or magazines selected from Recently Added Titles are instantly downloaded and ready to read. The **Browse Wish List** tab gives you access to books added to the wish list from BARD and that are awaiting download. **Browse BARD** takes you to the BARD website where you can select books to add to your wish list.
8. The NOW READING tab opens the last book or magazine selected from the **Bookshelf**.

NOTE: You may wish to turn on and become familiar with the speech feature on your Apple or Android device. Apple devices use VoiceOver. Android devices use TalkBack. To turn on the speech feature open the Settings icon and navigate to the Accessibility menu where you will find VoiceOver and TalkBack.

# Appendix D – using the Web Catalog

Access our entire collection through the TBBL web catalog at <http://www.state.lib.la.us/klasweb/login.jsf>. To obtain a user ID and password call your reader adviser.

Select the link: **Sign in to place requests or manage your account** in the top right of the screen.

Once logged in, your name will appear in the login box and you will be able to access your account details. Starting at the home page you will have several search options.



The screenshot shows the homepage of the State Library of Louisiana On-line Catalog. On the left is the state seal of Louisiana, featuring a pelican feeding its young in a nest, surrounded by the text "STATE OF LOUISIANA" and "CONFIDENCE". To the right of the seal is the text "State Library of Louisiana" in a large, bold, red font, with "On-line Catalog" in a smaller, black font below it. Below this text is a navigation menu with five red buttons: "Home", "Search", "Browse", "Quick Request", and "My Account". In the top right corner, there is a white box with a black border containing the text: "Welcome Warren T Books.", "Sign Out", "Your Account", and "Your basket is empty". Below the navigation menu is a white banner with the text "Welcome to the TBBL On-line Catalog". At the bottom of the page is a footer with the text "Hours and Location | Email Us | 225-342-0035 | 800-543-4702".

## Search

Enter search terms in the Query, Index and Sort by fields and select the Search button. The system will look at all the available indexes and return a list of your search results.

The Refine your search filters on the left side of the screen allow you to narrow down your search until you pinpoint what you want.

The Medium filter allows you to choose a medium. Clicking on the Digital Book medium will narrow your search results to just digital books or you could click on the minus sign to exclude Digital Books.

The Availability filter allows you to narrow your search to Hardcopies or Downloadable books. Hardcopies available means there are copies of book on the shelf in the library and not checked out. Downloadable books can be downloaded if you have also signed up for BARD service. Clicking on the Download link will take you to the BARD login page.

The Subject filter allows you to choose or eliminate subjects.



On the Search Results screen you can click on the title to pull up the full description of the book. The full title display also has links you can use for other searches. Click on the author name to see a list of books by that author. The subject links allow you to find other books with the same subject heading. Place a checkmark in the box to the left of the title. Use the "Add Selected to Book Basket" to start the process of putting those titles on request with TBBL.

On the Book Basket screen you will view alerts, perform actions to rush or remove a title or click on a link to download a title. Large print books can be added to your request list only; the web catalog does not indicate availability.

### **Browse**

The Browse button takes you to a set of predefined lists which include recently added titles and popular titles based on the number circulated.

### **Quick Request**

You can easily order books by book number. Follow the instructions for entering the book numbers. Book numbers can be found in the online catalog or the *Talk Book Topics* catalog.

### **My Account**

You can view your account summary, contact info, reading preferences and reading history. If you have moved you can fill out a form to update your contact information or send an email to update your reading preferences.

# Appendix E – magazines

*AARP*  
*American History*  
*American League Baseball*  
*Analog*  
*Asimov's Science Fiction*  
*Atlantic Monthly*  
*Audubon*  
*Bon Appetit*  
*Boy's Life*  
*Braille Book Review*  
*Braille Music Magazine*  
*Choice Magazine Listening*  
*Cooking Light*  
*Consumer Reports*  
*Contemporary Sound Track*  
*Conundrum*  
*Cowboys and Indians*  
*Cricket / Nat'l Geographic Kids*  
*Diabetes Forecast*  
*Discover*  
*Ebony*  
*The Economist*  
*Ellery Queen Mystery Magazine*  
*ESPN*  
*Foreign Affairs*  
*France-Amérique, in French*  
*Good Housekeeping*  
*Harper's*  
*Health & Nutrition Newsletter*  
*Horticulture*  
*Humpty Dumpty*  
*Kiplinger's Personal Finance*  
*Ladies' Home Journal*  
*Magazine of the Month*  
*Major League Baseball*  
*Martha Stewart Living*  
*Money*  
*Muse*  
*Musical Mainstream*  
*The Nation*  
*National Geographic*  
*National Review*  
*New York Times Book Review*  
*Odyssey*  
*O, The Oprah Magazine*  
*Parents*  
*PC World*  
*People*  
*People en Español, in Spanish*  
*Poetry*  
*Piano Technicians Journal*  
*Playboy*  
*Popular Communications*  
*Popular Mechanics*  
*QST*  
*Quarterly Music Magazine*  
*Rolling Stone*  
*Science News*  
*Seventeen*  
*Short Stories*  
*Smart Computing*  
*Smithsonian*  
*Sound & Vision*  
*Southern Living*  
*Spider, for children*  
*Sports Illustrated*  
*Sports Illustrated Kids*  
*Stone Soup*  
*Travel & Leisure*  
*True West*  
*Vanidades, in Spanish*  
*Vital Speeches of the Day*  
*The Week*  
*Wired*  
*The Writer*