



Welcome to Talking Book Services. We are the library that distributes audio books and magazines (known as talking books) on cartridge, Braille and large print materials, and accessible equipment through the United States Postal Service. We also administer and service BARD users. Talking Book Services is a department within the Mississippi Library Commission and serves as the Mississippi Regional Library for the National Library Service (NLS) for the Blind and Print Disabled, Library of Congress.

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The goal of this document is to help you better understand how Talking Book Services (TBS) function and be aware of the other services available to you as a talking book patron. This document is also available by request in audio and Braille formats.

Most of the material we check out to you and that you return to us will come from our offices at the Library Commission in Jackson, and our staff of Reader Advisors are available to assist you with making requests, changing your contact and mailing information, or navigating any issues that may arise with service.

We are available Monday through Friday (except some holidays) 8am – 5pm at our TBS general number, **601-432-4151** or toll free at 1-800-446-0892.

You can also reach us through email at talkingbooks@mlc.lib.ms.us

Correspondence can be sent through regular mail to
Mississippi Library Commission
ATTN: Talking Book Services
3881 Eastwood Drive
Jackson, MS 39211

Please remember that any and all correspondence through USPS does NOT require postage, and in place of postage, the words ‘FREE MATTER FOR THE BLIND OR PHYSICALLY HANDICAPPED’ may be written.

TBS staff are also available in person to assist you with anything regarding your service if you would like to visit us here at the Library Commission, though we do ask if you plan on exchanging TBS cartridges or equipment, please let us know up to 24 hours ahead of time that you are coming so that we can have the material or equipment ready for you.

Service Types

As a patron you will receive the type and combination of talking book service you have indicated to us through the application/intake process. To remain in active status as a TBS patron, you must have at least one check in and check out per 12 months. This can include BARD downloads and other media types.

Service types include:

Talking Books on Cartridge

Our physical service is primarily how we send talking books on cartridges and requires a talking book machine. By default, all patrons will have five talking books on each cartridge sent and will have a check-out limit of up to three cartridges at a time; however, these defaults can be adjusted per the patron's request. There are two ways we generally circulate TBS cartridges:

-Auto-Select: Talking books automatically selected from your designated preferences (books will never be assigned at random and will always be chosen from your designated preferences). This type of service requires as much or as little interaction as you would like to have with our Reader Advisors. TBS cartridges will be automatically reassigned as they are returned to us, loaded with a variety of new books chosen from your preferences.

-On-Demand: Specifically requested books ONLY. This service type requires you, or someone on your behalf, to request the books that you would like us to send. We WILL NOT send you any titles that you have not specifically requested. This type of service can be set to assign a specific author, or book series for example, and when the preference is exhausted, the system will stop assigning talking books.

Requests can be made by contacting a Reader Advisor through your preferred method. You also can subscribe to Talking Book Topics (TBT), which is a list of new books added to the catalog, published bi-monthly. TBT is distributed on a cartridge by the National Library Service and includes a preaddressed order form that can be filled out and returned to us at the Library Commission. If you would like to subscribe to TBT, please contact a Reader Advisor.

If you encounter an error with a book or a cartridge, please notify us by checking the 'defective book' box in the top left corner of the mailing card that accompanies the cartridge or leave a note on the card or in the case. You can also contact us for assistance. Please never write or make marks on the cases or cartridges.

As a talking book patron, you also have access to our online catalog, which can be used to sign in, make some changes to your profile, search for titles or authors and add them directly to your requests list, or view some of the new titles added to the collection.

To access the online catalog, visit TBSOPAC.MLC.LIB.MS.US and contact a Reader Advisor for username and password information.

BARD

Braille and Audio Reading Download, or BARD, is the app that lets you download and listen to or read talking books and Braille directly on your device. The BARD mobile app can be accessed using a smart phone or tablet, and BARD Express can be downloaded to a windows-based computer. Both can be used directly by logging in on specialized talking book equipment. There is no extra application or paperwork necessary, but only active talking book patrons can access BARD. Many of our patrons have chosen to use BARD only. If you are interested in BARD or require assistance logging in, changing your password, finding books, or would just like more information please contact a Reader Advisor.

Large Print Direct

Large Print Direct service is available to all talking book patrons, upon completion of a short supplemental LPD application. Large print titles will be checked out to the patron and sent to them through USPS as Free Matter for the Blind or Physically Handicapped from the Mississippi Library Commission's large print collection. Up to four large print titles can be sent to a patron at a time, with a total check out limit of twelve books; however, this check out limit can be adjusted per the patron's request. Large Print Direct catalogs will be sent monthly with new titles added to the collection as well as a short annotation. Catalogs will include an order form to be returned to us with requests. If you would like assistance with Large Print, please contact a Reader Advisor.

Braille

Talking Book patrons have access to the Mississippi Library Commission's collection of Braille materials. Braille titles can be browsed by using the online catalog and will be checked out at the request of the patron. The Mississippi Library Commission also circulates specialized refreshable Braille devices, known as eReaders, for patrons who wish to use eBraille, which is available for download through BARD or on cartridge. Talking Book patrons are also eligible to participate in the Braille-on-Demand service. Braille-on-Demand is administered by NLS and will print and mail up to 5 book requests per month that are available in the NLS catalog to patrons. These books are free of charge and are the patrons to keep. They do not need to be returned.

Sensory Story Kits

Sensory Story Kits are available to all TBS patrons and partnering institutions as a fun and educational experience for children and their caregivers, centered around learning Braille with sensory elements. The kits will be checked out one at a time per patron for a two-month (60 days) checkout period and are mailed via USPS as Free Matter for the Blind and Physically Handicapped from the Mississippi Library Commission's Special Collections and Talking Book Services. These kits are comprised of a full picture book with a Braille version of the story attached on each page, sensory or tactile components that match the theme or storyline, and a user guide for caregivers with suggested activities. If you would like to have a list of available kits or need assistance with this material, please contact a Reader Advisor.

Magazine Subscriptions

A variety of magazines are available as free subscriptions through the National Library Service available to TBS patrons on cartridge or in Braille. Magazines on cartridge are distributed upon publication frequency by the Mississippi Library Commission and the cartridge must be returned when finished; whereas, magazines in Braille are mailed directly to the patron from the publisher and are the patrons to keep. Patrons who wish to receive magazines on cartridge will have a check out limit of three cartridges at a time, and this limit WILL NOT impact the amount of book cartridges a patron can have. Locally produced magazines *Mississippi Outdoors* and *Mississippi* are available in audio, as well as *The Reading Light*, Mississippi's TBS newsletter. A list of national publications is available at <https://www.loc.gov/nls/new-materials/magazines/>. Many titles are also available in audio and eBraille through BARD.

Other Services Available

-NFB Newsline

NFB Newsline is available 24 hours a day, 7 days a week and, is free to anyone who is eligible. Daily papers which include the *Jackson Clarion-Ledger*, *Memphis Commercial Appeal*, the *Biloxi Sun-Herald*, *USA Today*, the *Chicago Tribune*, *The New York Times*, *The Washington Post*, the *Los Angeles Times*, *The Wall Street Journal*, and others can be heard over the phone in a synthetic voice. To sign up for NFB Newsline go to nfbnewslineonline.org/signup or contact a participating organization, such as a vocational rehab facility, school or special education program, or a Reader Advisor. You will be given an ID number and security code to access this service.

-Radio Reading Service

This service provides current information on the radio 24-hours-a-day for individuals who are unable to read the printed word. It features over 60 magazines, 6 newspapers, and more than 168 hours each week of short stories and books as well as selections from the Bible. A special radio that is permanently tuned to the RRS channel is sent free of charge to qualified individuals. For an application, contact:

Radio Reading Service of Mississippi

3825 Ridgewood Road

Jackson, MS 39211

Telephone: (601) 432-6301

Visit the Radio Reading Service website at:

www.mpbonline.org

-Bibles and Religious Material

A Bible in the version of your choosing, as well as other Bible study materials, are available from a third party upon request. You must be an active TBS patron to be sent this material, and it is yours to keep and does not count against your check out limit. For more information on current material available and to request a Bible, please contact a Reader Advisor, and we will make the request on your behalf.

-Music Instruction

TBS patrons will have access to the NLS music collection, which features more than 25,000 titles including Braille and large-print scores and recorded instructional materials about music and musicians. Music-related magazines in audio and Braille are also available. NLS music materials circulate directly to patrons from the NLS headquarters in Washington, DC, and many are available to download through BARD. Musical recordings intended solely for listening pleasure are not included in the collection, as they are available from public libraries.

-NLS Website

The NLS website is available online at <https://www.loc.gov/nls/> and contains an extensive amount of information regarding who NLS/TBS serves and the programs offered. You can browse the catalog; get information on children's services, NLS library, and summer reading programs; sign up to receive news and updates about NLS/TBS; contact NLS (including recommending books that you would like them to consider for accessible production); and find general information on the National Library Service.

Equipment

Digital talking book machines (DTBM), refreshable Braille displays (eReaders), and other supplemental equipment will be assigned to active patrons as requested. This equipment is designed to be accessible and to assist patrons in fully utilizing their talking books and eBraille.

Unless otherwise noted, all equipment must be returned to us when a patron is no longer actively using Talking Book Services or for maintenance. DTBM's and eReaders **MUST BE RETURNED** before a replacement can be assigned in the case of a maintenance issue.

Please keep ALL mailing boxes for DTBM's and eReaders. Do not throw them away. In the case that one of these devices needs to be returned to us, having the original box will expedite this process. If for some reason you have lost the original box or mailing container, please contact us, and we can assign a replacement to you. When returning a device for maintenance, it is important to fill out the maintenance slip inside the original box as fully as possible, including your name, address, patron ID (if you have it, but not required), and details of what the issue is. While it is not required, if you would like to call a Reader Advisor and explain the issue, the Reader Advisor can leave a note on your profile that our maintenance and circulation staff can reference.

Digital Talking Book Machines

DTBM's play talking book cartridges, have simple and accessible features, an internal battery, built in speaker, headphone jack, and memory functions that remember and mark stops or pauses so that a patron can pick up from where they left off when listening to a book or magazine. The DTBM's also have a built-in bookshelf that allows patrons to skip from book to book on their multi-book cartridges.

-DS1 – simple and straightforward with easily navigable controls.

-DA1 – functions identically to the DS1, but with more advanced controls and button layout.

-DA2 – NLS's most advanced DTBM. Can be connected to WIFI or Bluetooth and used to navigate BARD and other online resources.

High volume DTBM's are available for patrons with extreme hearing loss upon special request.

Supplemental Equipment for DTBM

Along with the DTBM, Talking Book Services can provide supplemental equipment at the patron's request to assist with fully utilizing their talking books or for the patron's convenience:

-Headphones – the DTBM has a 1/8th” headphone jack and will work with MOST commercially available headphones or earbuds; however, TBS will provide headphones at the patrons request at no charge.

-Remote control unit – These remote controls can be plugged into a DTBM and allow for expanded button controls and are recommended for patrons that may have mobility issues or are bedbound.

-Pillowphones – A small extension speaker to be placed under a pillow or near a patron who may be bedbound.

-Breath Switches – Available at special request for readers with severe physical disabilities who have little or no use of their extremities. This switch uses air pressure to turn on or off the DTBM.

TBS will provide USB and headphone adapters that can be plugged into the external ports on the side of the DTBM to accommodate various types of other accessories as requested. *If you have questions about compatibility, or if a piece of equipment or accessory NOT provided by TBS will work with your DTBM, please contact us before use.*

Refreshable Braille Display (eReader)

eReaders are available to TBS patrons and are devices with small pins that electronically move up and down through holes representing a Braille cell. Users move their fingers across the cells as if they were reading Braille on paper. eReaders allow TBS patrons to read electronic Braille files, as well as multiple other file types. They contain 20 Braille cells, Perkins-style keyboards, have an internal memory and the ability to connect to external storage devices, and can be connected to WIFI so BARD patrons can log-in and download eBraille files directly to their bookshelf.

The eReader also has Bluetooth capability and can connect to a computer or smartphone so that the information on the screen will be displayed on the Braille display. Other features include a Braille translation application, settings to display files in uncontracted and contracted Braille, and can connect directly to NFB-NEWSLINE. The eReader's navigational capabilities include searching for a passage and moving by sentence, paragraph, and volume.

Currency Reader

NLS/TBS has partnered with the Bureau of Engraving and Printing (BEP) in support of its US Currency Reader Program, to provide currency reader devices, free of charge, to eligible individuals who are blind or visually impaired. The currency reader, called the iBill or Talking Banknote Identifier, is a compact device that announces a note's value in one of three ways: voice, pattern of tones, or pattern of vibrations. Just insert a note into the device and press the button on the side to have the denomination identified. The iBill is about the size of a key fob; can be carried in a pocket or purse, clipped to a belt, or attached to a keychain or lanyard; and operates on a single AAA battery, which typically lasts for more than a year. The initial battery is included. Additionally, BEP offers a currency reader mobile app for smart devices that may be downloaded for free. The Eynote for IOS External and Eynote for Android External uses image recognition technology and the device's integrated camera to recognize a Federal Reserve note and communicates the note's denomination back to the user. The currency reader and the currency readers mobile app do not authenticate a note as being either genuine or counterfeit.

