**INTRODUCTION**

**Library Name FRIENDLY NEIGHBORHOOD LIBRARY**

**Library Address 101 HAZY HOT HUMID RD.**

**COAST CITY, NJ 00000-0000**

**Library TBBC Member ID FRIENN00**

**Services and Background**

The New Jersey State Library Talking Book & Braille Center (TBBC) offers services that are made available through a federal program administered by the National Library Service for the Blind and Physically Handicapped (NLS), a division of the Library of Congress. These services include braille and audio books and magazines circulated to eligible borrowers.

**BARD Pilot Program**

NLS maintains a large database of over 27,000 audiobook titles and audio magazines that can be downloaded by eligible patrons in the national program. This is called the Braille and Audio Reading Database (BARD). With BARD access, users can download an unlimited quantity of books and audio magazines that have no expiration date. BARD also includes a collection of foreign language books.

Currently, public libraries are not granted full BARD access. The only access available is for “demonstration” purposes and doesn’t allow the public librarian to download books on behalf of an eligible TBBC patron. This pilot project is a six month program to allow public library staff to have BARD accounts and download books and audio magazines on behalf of eligible TBCC patrons. With BARD access, public libraries can assist TBBC patrons who wish to download books but lack the ability, technical expertise or computer access to do so on their own.

**Signing Up Library Staff for BARD Accounts**

* **Why?**
	+ To have access to NLS’s entire collection of downloadable books and magazines.
	+ Some titles are only available via download.
	+ Some TBBC patrons do not have the technical skills or computer access to download for themselves; or, they may be a new member whose BARD application hasn’t yet been approved.
* **Caveats**
	+ This pilot is intended for use when TBBC patrons (or their representatives) are physically coming to the public library. If a TBBC patron wants an item mailed to them, please ask them to contact TBBC.
	+ TBBC does NOT provide individuals with blank cartridges or flash drives; however, for this pilot, TBBC will provide libraries with flash drives to use for downloading books to provide to patrons
	+ If a patron does not like using flash drives and prefers cartridges, they may bring their own blank cartridge to you for downloading along with a USB cable. Website detail with information on sources of cartridges and companion cables is found at the end of this manual.

**BARD REGISTRATION**

* Separate, online registration is required for BARD. A person or institution must be a registered with TBBC before signing up for BARD.
* An email address is needed.
* Register as librarian now!
	+ Use your library’s name and address as indicated on the first page of this packet.
	+ The BARD web address: <https://nlsbard.loc.gov>.
	+ Choose Institutional Account, not Individual Account.
	+ Institution name and address must match TBBC’s records exactly; see page one for that information for your library.
	+ Select NLS Digital Talking Book Player.
* Once a BARD account has been approved, you will receive an email notification of acceptance and a temporary password to access BARD.
* Upon entering BARD the first time, you will be required to enter the temporary password, then create a new unique password with the following criteria:
* at least eight characters
* at least one letter
* at least one number
* no repeated characters (ex. “meeting01” has a double ‘e’, making it invalid, but “meters01” is OK because the two ‘e’ characters are not in sequence)
* no common words
* if changing a password, it cannot be the same as the previous password
* The first time you enter BARD, you will be asked to read and accept a user pledge. This pledge will come up periodically for a user to review. A copy of the pledge is included with this manual as Appendix F.

**PATRON ELIGIBILITY**

**Identify the Eligible Borrowers Who Have Permission to Access the Downloadable Books**

* Eligibility:
	+ New Jersey residents who are “print disabled”.
	+ Since all states have a regional library like TBBC, residents in other states may receive these types of services from their own state regional library.
	+ If an out-of-state resident indicates they are a member of their own state NLS regional library and want BARD service, contact TBBC.
* “Print Disabled”
	+ The individual is unable to read print books for a physical reason. NLS is very explicit about what those reasons are:
		- Visual handicap; blindness; deaf-blind; physical handicap; and reading disability
* Is the person a current patron of TBBC?
	+ Confirm TBBC membership with TBBC Library Card or TBBC mailing cards, samples found in Appendices B and C. Both of these contain their TBBC member ID
		- TBBC member ID is a unique, 8 character long (six alpha, two numeric) ID
		- If no library card or mailing card is presented, contact TBBC
* Is the person a possible patron of TBBC?
	+ Follow existing NLS procedures regarding new patrons
	+ If you certify the application and provide a machine, you can download for the person
	+ If you do not certify the application, you cannot download for the person.
* Patrons using BARD themselves
	+ Some patrons may want their own BARD accounts. Not every patron is a good match for their own BARD account, which is why this pilot is being tested.
	+ For an individual to have and manage their own BARD account, the following skills and resources are needed
		- An email account
		- An understanding of passwords and how they work
		- The ability to download and unzip files
		- The ability to transfer, delete, and manage downloaded files

 **DOWNLOADING AND PLAYING BOOKS FROM BARD**

**Now that you’re signed up, and you’ve confirmed that the patron is eligible for TBBC services, you need:**

* Your BARD password
* Flash drive
	+ Patrons supply their own flash drives or blank cartridges
	+ If a patron returns with a flash drive or cartridge they already used, you may need to assist them in removing the books they already listened to
		- Those files may be deleted like any other computer file
		- It’s recommended that patrons not return for more books until they have listened to all the books on the flash drive, so that you can remove all files rather than hunting for individual titles
		- It’s further recommended that flash drives be reformatted, in case of virus or any embedded malware on the drive.
* Digital Talking Book Machine

**How to Download**

* Note: variations will depend on what Internet browser is being used
* Go to the NLS BARD site at <https://nlsbard.loc.gov>
* Once logged in, search for books by title, author, subject, or keyword. Magazines are found based on title and issue date.
* Select a book or magazine and click on the accompanying download link.
* A window or footer banner will open asking if you want to “Open” or “Save” the book.
* Select “Save As”.
* A window will open asking WHERE to save the selected book or magazine. As the file selected is a .zip file containing all the files of the selected book, you must first save this file to your computer.
	+ Recommendation: Create a dedicated folder for downloaded books within the computer’s MY DOCUMENTS folder. You can then use this folder each time you download a book.
	+ Recommendation: On a daily basis delete the books that were downloaded to library PCs.
* After choosing a file/path to save the download book, click on the “Save” button. A window or banner will open to show the download progress.
* Steps for unzipping or extracting files
	+ Insert flash drive.
	+ Locate the downloaded file on the PC (look in My Documents or Downloads) and right click on the file name.
	+ Chose "Extract all..."
	+ Select "Browse" and locate flash drive (under “My Computer”).
	+ Open flash drive and select "Make New Folder".
	+ Name the book file by writing over the words ‘New Folder’. It is recommended that the file name refer to the first few words of the book title.
	+ Select “Next” to begin the extraction process.
	+ Click finish.

**Playing Books with the Audio Player ‘Bookshelf’ Feature**

* With flash drive plugged into the player, hold down the green ‘Play’ button until the player announces ‘Bookshelf’.
* Use the arrow keys (RW and FF) to move from book to book.
* Press ‘Play’ when the player announces the desired title.
* Within the bookshelf function, books list in order of their file name as saved to the flash drive.
* If the Bookshelf is too complicated for the patron, they should keep just one book on the flash drive at a time.
* If the flash drive is too complicated for the patron and they prefer a cartridge, contact TBBC about options.
* How many books fit on a flash drive?
	+ Depends on the total playing time (length) of the books saved on the flash drive as well as the size of the flash drive.
	+ Library may want to create their own policies regarding time management and patron requests to limit the number of downloads it does per patron session.

**Why Is This So Complicated? Copyright Compliance**.

* The Chafee amendment to chapter 1 of title 17, United States Code, adds section 121, establishing a limitation on the exclusive rights in copyrighted works.
* The Chafee amendment allows authorized entities to reproduce or distribute copies or phonorecords of previously published nondramatic literary works in specialized formats exclusively for use by blind or other persons with disabilities.
* This allows NLS to create its Braille and audiobooks without permission of authors or publishers. And, without paying publishers.
* If people who aren’t eligible for services receive these audiobooks, the risk is the removal of the Chafee amendment. This could result in the loss of the ability to easily make these materials.

**WHAT ELSE?**

**TBBC Publicity/Marketing**

* TBBC will provide participating libraries with a press release for local use.
* TBBC will also be doing a statewide press release and other publicity.
* TBBC will mail and email notifications about this pilot project to TBBC patrons within geographical area of participating library.

**Information Gathering**

• On a monthly basis, libraries are asked to report back to TBBC using a spreadsheet provided by TBBC (sample shown in Appendix A) that gathers information on each download session conducted by staff.

• In addition, libraries are asked to send detail on:

* + Applications issued or received for TBBC service.
	+ Number of outreach events/ group demonstrations on BARD both in and outside your library

• Data collected will be reported monthly to NLS throughout the term of this pilot program

 **Websites Mentioned in This Training Document**

* National Library Service for the Blind and Physically Handicapped (NLS), a division of the Library of Congress, [www.loc.gov/nls](http://www.loc.gov/nls)
* NLS, Sources for Cartridges and Cables [www.loc.gov/nls/cartridges/index.html](http://www.loc.gov/nls/cartridges/index.html)
* NLS, BARD website <https://nlsbard.loc.gov>
* NLS FACTSHEET: COPYRIGHT LAW AMENDMENT, [www.loc.gov/nls/reference/factsheets/copyright.html](http://www.loc.gov/nls/reference/factsheets/copyright.html)