

Arizona Talking Book Library

# BARD Submittal Process

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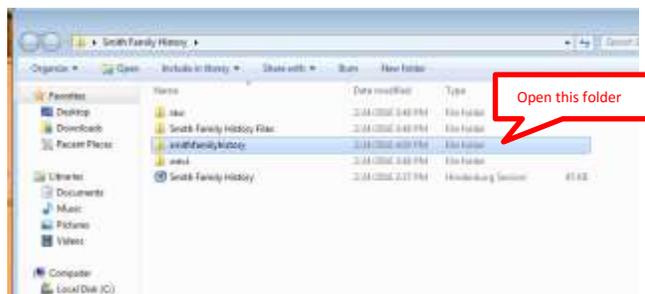
## Introduction

After the Post Production process is complete, the Studio Manager may upload the project into Braille and Audio Reading Download (BARD).

1. The Studio Manager sends an email to the Technical Services Librarian telling them the book is complete and is ready to be submitted to BARD.
2. The Technical Services Librarian submits a completion form to National Library Service (NLS).
3. The Studio Manager will receive a notification from the Technical Services Librarian when the project can be loaded into the BARD system.

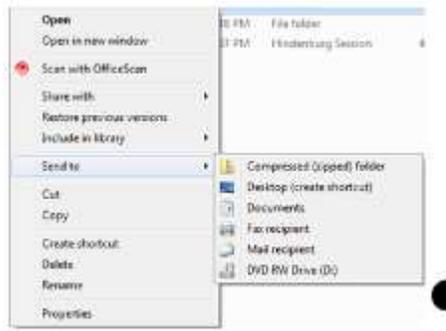
## Compress the Files

4. Open the project folder in [share drive path].

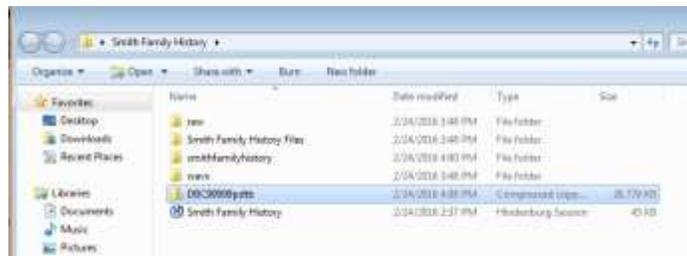


5. Select all of the files in the protected project folder (Ctrl-A). Right click and select Send to / compressed (zipped) folder.

Hint: When selecting the files, make sure your cursor is hovering over one of the files with a name the same as or similar to the name you want for the compressed folder.

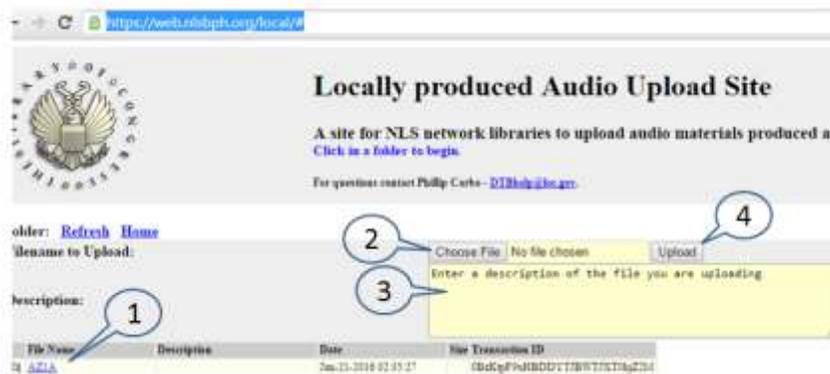


- This creates a new zipped folder within the protected project folder. Rename the zipped folder as “DBC#####.pdtb.zip” and move it to the same level as the protected folder.



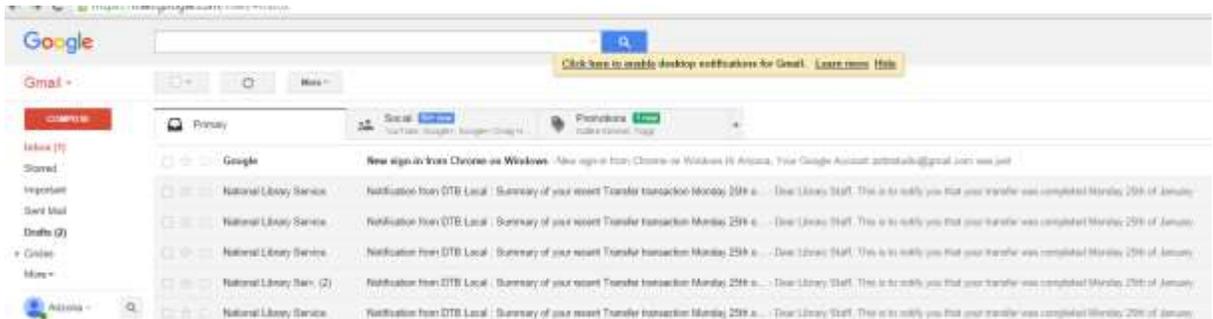
## Upload into BARD

- Load the zipped folder onto BARD by logging into <https://web.nlsbph.org/local>. See Library Director if you do not have administrative access to BARD.
- Click on (1) AZ1A under File Name and wait for the list of books to open.
- Click on (2) Choose File and select the “DBC#####.pdtb.zip” file you want to submit.
- In the (3) description field, enter the name of the book and DBC#.
- Click on (4) Upload.



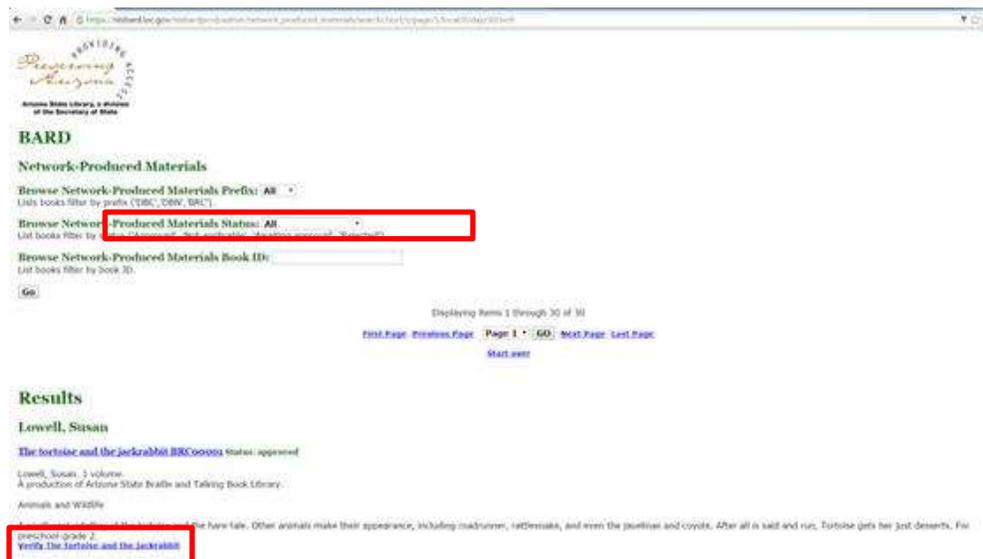
## Verify Upload is Correct

1. A message from NLS that the files were uploaded should arrive in Gmail. Login in to [www.gmail.com](http://www.gmail.com) to verify the file is uploaded. See the Studio Manager or AZTBL IT Support if you do not know the email address or password for the account.



2. If the email does not arrive within 24 to 72 hours, upload the project again. There is no negative consequence to uploading the project multiple times.
3. Once the email arrives, log into [https://nlsbard.loc.gov/nlsbardprod/login/admin\\_affiliates\\_materials%252Fsearch/NLS](https://nlsbard.loc.gov/nlsbardprod/login/admin_affiliates_materials%252Fsearch/NLS). See the Studio Manager or AZTBL IT Support if you don't know the username and password.
4. Once logged in, set "Browse Network Produced Materials Status to "Awaiting Approval". Scroll down to find the book you want to verify and click on Verify [book name].

Note: If you cannot find the book, use the contact information in the email from NLS to get help.



← → ↻ [http://nlsbard.loc.gov/nlsbardprod/admin/network\\_produced\\_materials/details/bmcid/DBC05790](http://nlsbard.loc.gov/nlsbardprod/admin/network_produced_materials/details/bmcid/DBC05790)

**The bar mitzvah murder: a Christine Bennett mystery**

*The bar mitzvah murder: a Christine Bennett mystery DBC05790*

**Harris, Lee.** Reading time 5 hours, 25 minutes.  
Read by **Jane Ehrlich**. A production of Arizona State Braille and Talking Book Library.

Subjects: [Mystery and Detective Stories](#)

Description: On a trip to Jerusalem, ex-nun Christine Bennett gets involved in the disappearance of her friend.

- Available from BARD courtesy of the Arizona State Braille and Talking Book Library. Original book number: 0449007294
- Digital talking book. 1 level and navigation points. Digitally mastered.
- ISBN: 0449007294 9780449007297, New York : Fawcett Books, 2004., Recorded from:
- Full audio with structure. System requirements: Internet access and an NLS authorized digital talking book player.

[Download The bar mitzvah murder: a Christine Bennett mystery](#) 1

[Add to my wish list: The bar mitzvah murder: a Christine Bennett mystery](#)

Last change made by: mpina@azlibrary.gov  
Last change date: 2016-02-01 15:04:09 2

**Status of book:**  2  
Change the status of this materials to one of this status (Approved, Not applicable, Awaiting approval, Rejected)

**Comment about the book:**  
**new item loaded on January 28, 2016 01:28 am**  
If you reject this book, please make a comment about your decision and contact the appropriate person for approval.

For problems associated with the bibliographic data, contact the NLS Bibliographic Control Section: BCS@loc.gov

For problems associated with the audiobook file, contact NLS audiobook production specialist DTBhelp@loc.gov

Number of downloads in last 30 days: 15  
Number of downloads ever: 15

3 4

5. (1) Download the file and unzip the download by right clicking and selecting Extract All.
6. Copy the extracted file onto a cartridge and verify it plays correctly in a digital player.
7. (2) If the file plays correctly, return to the BARD screen and change the status of the book from Awaiting Approval to Approved.
8. (3) Click Update at the bottom of the screen to confirm the change.
9. (4) Verify that the status has changed to approved by clicking on back and scrolling down to the book.
10. Go to the BARD <https://nlsbard.loc.gov/nlsbardprod/login/mainpage/NLS> and check to see that the book is available to patrons.

