

Arizona Talking Book Library

Overview of Book Production

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Introduction

The Arizona Talking Book Library produces talking books for distribution to patrons of the National Library Service for the Blind and Physically Handicapped (NLS). Books chosen to be recorded by the library are typically related to the Southwest; either written by Southwest authors or with Southwest subjects. Volunteers play a key role in book production. The Studio Manager directs book production at the library. This manual describes the overall process of producing a talking book. Specific details for the various steps are addressed in other Studio Manuals.

Selecting Books for the Library

1. The Collections Development Librarian selects and orders books to be recorded in the Studio. Library staff and volunteers may suggest books to be considered for recording. When the new books arrive, the Collections Development Librarian writes the annotations for them.
2. The Studio Manager enters new books into a database.
3. The Collections Development Librarian provides the Studio Manager with the priority of the books (which books should be recorded first).
4. The books are shelved in the Duplication area next to the Studio. They are separated by male, female, and gender neutral recording voice and are ordered by importance so high priority books get recorded as soon as possible.

Book Selection

1. The Recording Team and the Studio Manager select one or two books from the new books shelved in the Duplication area. They look for a book that matches the reading style and preferences of the Narrator.
2. If the Recording Team is interested in one of the books, but would like to review it before deciding to select it, they can check out the book. The Studio Manager notes the book title, their names, and the date they checked it out in an excel spreadsheet. When they return the book, the return date is added to the list.
3. Once the Recording Team has selected the book, the Studio Manager gets the Annotation from the Collections Development Librarian.
4. The Technical Services Librarian provides the Studio Manager with the DBC (Digital Book Cartridge) number and the subject of the book (mystery & detective stories, suspense, fiction, etc.). Blocks of DBC numbers are assigned to the Library by NLS. The Technical Services Librarian is responsible for requesting the blocks of numbers from the NLS.

Script Creation and Book Markup

1. A Library Volunteer prepares the scripts for the new books.

2. The Volunteer marks up the book to indicate what will be recorded, what will not be recorded, and the order of recording the sections of the book.
3. The Studio Manager reviews and approves the script that the Library Volunteer sets up for the book.

Create Book Project

5. Once a book is selected for recording, the Studio Manager notifies the Technical Services Librarian by email with the name of the book, the annotation, the name of the Narrator, and the estimated time needed to record the book.
6. The Studio Manager adds the DBC number to the script and updates the database to reflect the assignment.
7. The Recording Team is assigned a booth and the Studio Manager creates a project file for the team at their assigned booth.

Recording the Book

1. The Production Board on the Studio wall is updated with the book to be recorded.
2. The Recording Team is provided two copies of the book they are producing, one for the Director and one for the Narrator.
 - a. Books for Library Volunteers are stored on the shelf near Booth 1 to the right of the Studio entry door. The books should be bound with a rubber band.
 - b. Books for Mesa and Recorded Recreational Reading for the Blind (RRRB) Volunteers are delivered to them by the Studio Manager or someone else from the Library. During the same visit, the Studio Manager will pick up books no longer needed, pick up and drop off files, conduct meetings or provide training as needed.
3. The Recording Team is also given the paperwork for the book (script, director's log, and studio text) and assigned a booth for a specific day and time every week.
4. The review process occurs during and slightly lags the recording process. The Reviewer listens to the recording and notes any issues that need correction.
5. The Studio Manager is responsible for backing up the book files on a daily basis.

Quality Assurance

1. If the recording contains too many issues, it must be re-recorded from the start, regardless of the lag that it creates before putting it into circulation. This is a case by case determination made by the Studio Manager and the Collections Development Librarian.
2. If Quality Assurance believes that a Volunteer recorded book does not meet the quality standards for inclusion on Braille and Audio Reading Download (BARD),

they raise the concern with the Technical Services Librarian, who determines whether the book will be placed in circulation at the local or regional level.

3. If the Volunteer recorded book does not meet the quality standards, the Technical Services Librarian and Studio Manager decide whether to rerecord the book. If the book is rerecorded, the person making the decision needs to inform the Studio Manager, Technical Services Librarian, Collections Development Librarian, and Duplication Technician of the decision.

Post Production

1. Final preparation of the book includes correcting audio levels, input of the metadata, setting the navigation markers, and input of the header information for the book.
2. The book is then protected. There are only three occasions when someone should be working with an unprotected set of files: 1) during recording; 2) during review; and 3) during final preparation of the book.
3. The book is exported and checked for proper play and navigation on a digital talking book player.
4. The Studio Manager also checks the book for quality, proper play, and navigation.

Distribution

1. The Studio Manager notifies Technical Services Librarian, The Collections Development Librarian and the Duplication Technician that the book is ready to be added to the Library collection.
2. The Studio Manager provides Technical Services with the two digital copies of the book.

Submit to BARD

1. After the Post Production process is complete, the Studio Manager may upload the project into BARD.
2. 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.
3. The Technical Services Librarian submits a completion form to NLS.
4. The Studio Manager will receive a notification from the Technical Services Librarian when the project can be loaded into the BARD system.
5. Once uploaded, the copy is checked for proper play and, if acceptable, it is approved by the Studio Manager.
6. At this time, magazines produced by RRRB or the Arizona Talking Book Library are not loaded into BARD. When the decision is made to upload magazines, it will be necessary do the following.

- a. Library Staff will need to prepare the books for upload.
- b. The NLS approval process will have to be completed by producing and submitting the magazines for NLS review.
- c. Determine the correct entries for each metadata field.

Production Closeout

1. When the Recording Team has completed recording the book and correcting any problems noted by the reviewer or the QA Volunteer, the Studio Manager should arrange for a celebration. This is coordinated with the Volunteer Coordinator and typically includes a toast with a non-alcoholic beverage. It may also be a good time to include a Spotlight article about the team in the Talking Book News.
2. Once the production of the book is complete, the Studio Manager deletes all unnecessary files from the recording booth computers and removes the book from the Production Board.

