

Arizona Talking Book Library

# Script Preparation Manual

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## **Contents**

Introduction .....	1
General Volunteer Information .....	1
Book Script Preparation & Setup .....	2
Magazine Script Preparation & Setup .....	8
Appendix A – Book Script .....	10
Appendix B – Magazine Script.....	12

## Introduction

Before the Recording Team can begin to record a book, a Volunteer prepares a script for the book. The script is based on directions from the Collections Development Librarian. In addition to preparing the script, the Volunteer marks the book to indicate what must be read, what will not be recorded, and the order of recording the sections of the book. The Studio Manager reviews and approves the script that is created for the book.

## General Volunteer Information

1. All Library Volunteers should sign in at the computer on the front desk using their assigned Volgistics number. When they leave the Library, they should sign out. If the volunteer forgets their Volgistics number, there is a list next to the computer.
2. Evening Volunteers will need to ring the bell at the Library door to gain entry after 5 pm.
3. The only personal equipment Volunteers are permitted to connect any to the Library computer is personal headphones. If you need to move files from one computer to another, ask the Studio Manager for a stick drive.
4. The Studio Manager coordinates the Studio schedule with the Volunteer schedule.
5. Most Studio Volunteers will be assigned the same day and time on a recurring basis. They will also be scheduled on a specific booth or station.
6. The preferred method of communication between the Studio Manager and the Volunteers is by email.
7. If a Volunteer is unable to be at the library at the scheduled time, they should email (preferred) or call the Studio Manager as soon as possible.

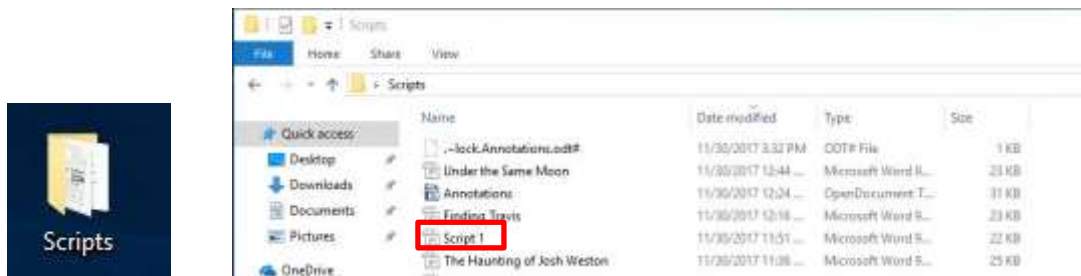
Arizona Talking Book Library  
Library, Archives and Public Records  
A division of Arizona Secretary of State Michele Reagan

Kim French Volunteer Coordinator (602) 926-3351 <a href="mailto:kfrench@azlibrary.gov">kfrench@azlibrary.gov</a>	Brian Blackwell Studio Manager (602) 926-3343 * <a href="mailto:bblackwell@azlibrary.gov">bblackwell@azlibrary.gov</a>
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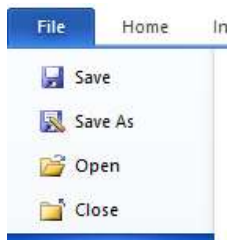
\* Preferred method of contact is by email.

## Book Script Preparation & Setup

1. The Volunteer sets up the script for the book selected by the Recording Team based on the direction from the Collections Development Librarian. The Collections Development Librarian has the final say regarding what is included in the script and what to read from the book.
2. Scripts are created at the computer just outside of the Studio in the Front Office.
3. Locate the Book Script template (Appendix A – Book Script) named “Script 1” in the folder on the Desktop named “Scripts”.



4. Open the file. Immediately ‘Save As’ [Book Title] so that the original script template remains unchanged. Save the new file in the folder “Scripts”.



5. Quotes are placed before and after everything that needs to be recorded.
6. Bracketed information contains instructions for the Recording Team to follow. For example, to tell the team to read the glossary, which is in the back, you would write [Read glossary on page 289 next.]
7. The [\_\_\_\_:\_\_\_\_:\_\_\_\_] is for the use of the Director. The format is hours/ minutes/ seconds (HH:MM:SS). The timestamp for that portion of the recording will be entered in this space. Every item listed in the “markers allowing direct access” section should have this for the Director to fill in.
8. The following are typically not recorded: source notes, index, title page, reviews, and discussion guides/questions.

9. Bibliography should be included in the “markers allowing direct access” section. The Collections Development Librarian may decide that the Bibliography should not be included in the recording.
10. Any reference to characters and events portrayed in the books on the title or copyright pages should be added as an additional Authors Note.
11. Everything stays where it is in the book except: glossary, abbreviations, and terms. Except for the items in the script and the glossary (or list of acronyms), the book should be read as it appears.
12. Fill in all areas or delete as necessary. Here are some specific instructions for portions of the script.
  - a. Opening paragraph: Check on the copyright page for editors, translators, and illustrators (most books do not have these). If none of these apply delete the verbiage “Edited by”, “Illustrated by” as required for the book. Enter the names as First Name Last Name.
    - **“The Haunting of Josh Weston, by: Melinda Rucker Haynes. Recorded in the studios of the Arizona Talking Book Library. DBC12345.**
  - b. Copyright: The owner of the copyright is not always the author so be sure and check this.
    - Copyright: **2016 by Melinda Rucker Haynes.**
  - c. Read by: The Director will enter the Narrator’s full name.  
 “Read by: \_\_\_\_\_” [Narrator].
  - d. Number of pages: For the number of pages, locate the end of the book. Bracket [end] for Narrator’s use. Do not include index, notes, bibliography, and other collateral in the total number of pages.
    - This book contains **177** Pages
  - e. Reading Time: To estimate the approximate reading time in hours, divide the number of pages by 50. If this results in a fraction, multiply the fraction by 60 to calculate the minutes. For example, 225 pages divided by 50 results in 4.5 hours. For the script that would be 4 hours and 30 minutes (.5 \* 60 = 30).
    - Approximate reading time: **03 Hours 30 minutes**
  - f. Markers: For the statement “markers allowing direct access...,” delete those that are not included in the book you are doing. Add required

sections that are not listed. List the markers in the order they appear in the book. Do not include dedication in the “markers allowing direct access” section. Not all books will have multiple levels, many will only have level one. The Collections Development Librarian will determine the levels for a book.

- This book contains markers allowing direct access to the **prologue, acknowledgments, contents, foreword, preface, introduction and parts** at level one, and to the **sections and chapters** at level two.

- g. Annotations: Open the file named “Annotations” in the folder on the Desktop named “Scripts”.



- h. Find the annotation for the book.

**The Haunting of Josh Weston by Melinda Rucker Haynes**  
 After his father dies, fifteen-year-old Josh and his mother move to an isolated ranch in the Arizona desert. Although Josh tries to make a fresh start, he becomes the target of the school bully. Desperate to escape what he feels is a cursed life, a crusty old prospector and his white burro step in to help.  
**Narrator:** Either

- i. Below the “Arizona Talking Book Library Annotation:” enter the description of the book in the annotations as written. It is important to transcribe the annotation exactly as provided. There is a limit to the number of words for the annotation, so do not insert words you think are missing. If you have any questions regarding the annotation text, ask the Studio Manager. If the Annotation includes a disclaimer such as “some violence”, be sure to include it. Annotations will indicate whether it should be read by a male or female or either. This is to assist with shelving the book. There are different shelves for male and female.

- **“Arizona Talking Book Library Annotation:”** [\_\_\_: \_\_\_:\_\_\_]  
 “After his father dies, fifteen-year-old Josh and his mother move to an isolated ranch in the Arizona desert. Although Josh tries to make a fresh start, he becomes the target of the school bully. Desperate to

escape what he feels is a cursed life, a crusty old prospector and his white burro step in to help.”

- j. Book Jacket: When entering “From the book jacket” do not separate paragraphs.

- **“From the book jacket** [ \_\_\_\_\_: \_\_\_\_\_: \_\_\_\_\_ ]

“Former star athlete and gifted student, fifteen-year-old Josh Weston and his mother move to a desolate ranch in the Arizona desert after his father is killed in Afghanistan. Josh blames himself for his father's death and for the shooting of his best friend. Besides failing in everything he used to be good at, Josh is relentlessly stalked by a nasty psycho at his new school. Unable to see any way out of his escalating problems, Josh tries to end it all one moonlit night. A cantankerous old prospector and his evil white burro suddenly appear, forcing Josh to join their dangerous, spooky escapades. If he has any chance of survival, Josh must learn to draw on his strengths and deal with his haunted past that threatens his future.”

- k. Do not include Reading Group Guides; instead use a Reader’s Note.

**“Reader’s Note:** The reading group guide in the print edition are not in this recording. End reader’s note”.

- l. About the Author: Enter the description from the book, if there is one. If there is a section “About the Publisher”, include it in the script with a new section after “About the Author”.

- **“About the author:”** \_\_\_\_\_: \_\_\_\_\_: \_\_\_\_\_ ]

“An award-winning author of eight novels, Melinda Rucker Haynes is the Baby Boomer edition of an Arizona pioneer family. She grew up in the small town of Kingman on Route 66. She like to joke that she learned to write fiction as a grant writer at the University of Nevada, Las Vegas. Melinda also directed adult education research projects and trained teachers at UNLV, where she further developed her unusual sense of humor as a university student teacher supervisor and member of the faculty gourmet club. Melinda escaped academe one summer to wrangle assorted livestock on her parents' small ranch near Oatman, Arizona. It was a weird, growth-promoting adventure that later inspired the ghostly tale of The Haunting of Josh Weston. After traveling the world and living in four foreign countries, which most recently includes Washington D. C., Melinda settled in Tucson with her husband, Bob. She babies their citrus trees, takes piano lessons and photo hunts the wily Cruel Shoes for her website and Pinterest pages. She's a discerning Whovian who refuses to choose a favorite Doctor

(David Tennant) and is the founder of the Tall Grass Editing CoOp of talented writers.”

- m. Other Books by the Author: If there is a list of titles in the book, don't write them on the script. Just direct the narrator to the list in the book. If there is only one other book listed, then indicate it on the script by adding a Bullet point “also by (name of author/s).” In the book, cross off from the Other Books by the Author list any previously mentioned titles such as the name of the book you are doing or names of books included in the notes about the author.

“Other books by the author:” [\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_]

If only one title is listed, use the following

“Also by \_\_\_\_\_[Name of author/authors]  
\_\_\_\_\_” [Do not repeat previously mentioned titles.]

- n. Acknowledgements: The acknowledgements should be read in the order it appears in the book; it should not be moved from back to front, etc.

“Acknowledgements:” [\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_]

- o. Once all of the parts from the front of the book have been listed on the script, direct the Narrator to begin reading the book.

[Begin recording book.] [\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_]

- p. The Closing Announcement should include the name of the book including subtitles, the first and last name and full spelling of the author's name. and the publisher. The Director will fill in the name of the Narrator, the month and year the recording was completed and the name of the Director.

- [\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_]“End of **The Haunting of Josh Weston** by **Melinda Rucker Haynes**, **M-E-L-I-N-D-A R-U-C-K-E-R H-A-Y-N-E-S**
- Read by:\_\_\_\_\_ in the studios of: **The Arizona Talking Book Library/The Mesa Public Library/Recorded Recreational Reading for the Blind in Sun City** for the Arizona Talking Book Library, \_\_\_\_\_,\_\_\_\_\_.
- Directed by: \_\_\_\_\_.
- Published by: **Sonrisa Multimedia, PO Box 68319, Oro Valley, AZ 85755**. Further reproduction or distribution in other than a specialized format is prohibited. If you experienced any difficulty with your copy of this recording, please call the library at 602-255-5578.



Outside the Phoenix area, call 1-800-255-5578, or send an email message to [talkingbooks@azlibrary.gov](mailto:talkingbooks@azlibrary.gov).”

13. Proof read entire script for content and spelling prior to finalizing.

## Magazine Script Preparation & Setup

1. The Narrator typically prepares the Appendix B – Magazine Script (Appendix B – Magazine Script). Although all the magazine scripts are based off the same template, each magazine has a script that is pre-filled with information that does not change between issues of the magazine such as title, publisher, standard items in the table of contents, etc.
2. Additional copies of the magazine specific blank scripts are available from the Studio Manager.
3. Quotes are placed before and after everything that needs to be recorded.
4. Bracketed information contains instructions for the Recording Team to follow. For example, [Round to the nearest five minutes.]
5. The Narrator fills in all areas applicable to the specific magazine. Here are some specific instructions for portions of the script.
  - a. Opening paragraph: Enter the title of the magazine, the date and year. The copyright owner is typically the publisher. Enter the full name of the Narrator.

**“Arizona Highways, \_\_\_\_\_ [Date and Year].**

Copyright: \_\_\_\_ by **The Arizona Department of Transportation.**

Read by: \_\_\_\_\_.

- b. The advertising is not recorded.

“This recorded edition contains the entire text of the print edition except for advertising. This magazine was produced for Arizona Talking Book Library.”

- c. Number of Pages: For the number of pages, locate the end of the magazine. Do not include index, notes, bibliography, and other collateral in the total number of pages.

“This magazine contains \_\_\_\_ pages.”

- d. Reading Time: To estimate the approximate reading time in hours, divide the number of pages by 50. If this results in a fraction, multiply the fraction by 60 to calculate the minutes. For example, 225 pages divided by 50 results in 4.5 hours. For the script that would be 4 hours and 30 minutes ( $.5 * 60 = 30$ ).

“Approximate reading time: \_\_\_\_ hours, \_\_\_\_ minutes”

**[Round to the nearest five minutes.]**

- e. Markers: Note whether the magazine will require multiple levels for the markers.

This magazine contains markers allowing direct access to the contents and articles at level one, and to the selections within the articles at level two.”

- f. Under “Contents”, the Narrator will write in the magazine contents and articles to be read.

“Contents:” Timecode [\_\_\_\_:\_\_\_\_:\_\_\_\_ **Timecode is the time where the article begins.**]

\_\_\_\_\_ [Timecode: \_\_:\_\_:\_\_]  
\_\_\_\_\_ [Timecode: \_\_:\_\_:\_\_]

- 6. Don't read pictures, captions, or repeating titles. Because *Arizona Highways Magazine* has such a large number of photos, the Narrator does include a discussion of the photos.
- 7. Read phone numbers and websites SLOWLY. Include prices.
- 8. Read nutritional information for recipes.
- 9. Proof read entire script for content and spelling prior to finalizing.

## Appendix A – Book Script

- “ \_\_\_\_\_ [Book Title: Including Subtitle],  
by: \_\_\_\_\_ [Author].  
Recorded in the studios of the Arizona Talking Book Library ,  
DBC \_\_\_\_\_.  
Edited by: \_\_\_\_\_ [Name of Editor].  
Translated by: \_\_\_\_\_ [Name of Translator].  
Illustrated by: \_\_\_\_\_ [Name of Illustrator].
- **Copyright:** \_\_\_\_\_ [Year] by \_\_\_\_\_ [Whoever has copyright].
- **Read by:** \_\_\_\_\_ [Narrator].
- This book contains **###** pages.
- Approximate reading time: **XX hours, XX minutes.**
- **This book contains markers allowing direct access to the prologue, acknowledgments, contents, foreword, preface, introduction and parts at level one, and to the sections and chapters at level two.”**
- “Arizona Talking Book Library Annotation: ” [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]
- **“From the book jacket:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ] [Reviews excluded. Read only most informative piece.]
- **“About the author:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]  

[The items below are read in the order that they appear in print. Not all books have all items. Most do not.]
- **“Other books by the author:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ] **If only one title is listed, “Also by [Name of author/authors”] Do not repeat previously mentioned titles.]**
- **“Dedication:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]
- **“Introduction:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]
- **“Preface:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]
- **“Foreword:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]
- **“Acknowledgements:”** [ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]
- **“Reader’s Note: “**[ \_\_\_\_\_ : \_\_\_\_\_ : \_\_\_\_\_ ]

- “The list of abbreviations in the back of the print edition has been moved to the front of the recording, after the table of contents. End reader’s note.”
- **[If appropriate, add the following:** “Explanatory notes have been retained.”
- **“Reader’s Note:** \_\_\_\_\_  
End reader’s note” [\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_]
- **“Glossary:”** [Read just prior to body of book and include in appropriate place in Table of Contents.]
- [Begin recording book.] [\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_]
- [\_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_]“End of “\_\_\_\_\_ [Book Title: Including Subtitle], by: \_\_\_\_\_ [Author]., \_\_\_\_\_ [Spell out A-U-T-H-O-R’S N-A-M-E.]
- **Read by:** \_\_\_\_\_ [Narrator] in the studios of: [indicate studio by circling one] The Arizona Talking Book Library / The Mesa Public Library / Recorded Recreational Reading for the Blind in Sun City for the Arizona Talking Book Library , \_\_\_\_\_, \_\_\_\_\_. [Month/year that book was FINISHED being recorded.]
- **Directed by:** \_\_\_\_\_ [Director].
- **Published by:** \_\_\_\_\_ [Publisher’s Name and address].
- Further reproduction or distribution in other than a specialized format is prohibited. If you experienced any difficulty with your copy of this recording, please call the library at 602-255-5578. Outside the Phoenix area, call 1-800-255-5578, or send an email message to talkingbooks@azlibrary.gov.”

# Appendix B – Magazine Script

“**[Magazine Title]**, \_\_\_\_\_ **[Date and Year]**.”

Copyright: \_\_\_\_\_ by \_\_\_\_\_.

Read by: \_\_\_\_\_.

This recorded edition contains the entire text of the print edition except for advertising. This magazine was produced for Arizona Talking Book Library.

This magazine contains \_\_\_\_\_ pages. Approximate reading time: \_\_\_\_\_ **hours**, \_\_\_\_\_ **minutes**

**[Round to the nearest five minutes.]**

This magazine contains markers allowing direct access to the contents and articles at level one, and to the selections within the articles at level two.”

**“Contents:”** [Timecode: \_\_\_\_\_ : \_\_\_\_\_ **Timecode is the time where the article begins.**]

_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]
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_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]
_____	[Timecode: : ]

[Don't read pictures, captions, repeating titles or time sensitive material. Read phone number and website SLOWLY. Include prices. Read nutritional information for recipes. Leave a good pause between the article title and article; otherwise, when marking up the magazine for digital, it cuts off syllables.]

**[Closing Announcement: Timecode: \_ : \_ ]**

"End of \_\_\_\_\_ **[Magazine title/Issue Number/Year]**. Read by \_\_\_\_\_ in the studios of The Arizona Talking Book Library, for the Arizona Talking Book Library, \_\_\_\_\_ / \_\_\_\_\_ **[Month, year that magazine was recorded]**."

- Published by: \_\_\_\_\_

"Further reproduction or distribution in other than a specialized format is prohibited. If you experienced any difficulty with your copy of this recording, please call the library at 602-255-5578. Outside the Phoenix area, call 1-800-255-5578, or send an email message to [talkingbooks@azlibrary.gov](mailto:talkingbooks@azlibrary.gov)."

