# Arizona Talking Book Library

# Studio Manager Manual

Maria Pina, Brian Blackwell & Mary Alyce Grube
1/30/2018

# CONTENTS

# Introduction

The Studio is responsible for recording books and magazines for the Library patrons. The Studio Manager is responsible for Studio operations and for creating scripts, setting books up, inputting projects into HABC, providing continual training, marking up and checking books before making them available to patrons, and BARD users.

# Studio Startup

1. Make sure all booths and review stations are turned on and ready to use.
    a.  Power on all the booths.  This is done by turning on the "on" switch near the window of every booth.  Be aware that the switch on booth 1 is upside down, but they are right side up on booths 2 and 3.

| Booth 1 | | | |
|---|---|---|---|
| Light Switch 2 | | Light Switch 1 | |
| On | | On | |
| Off | | Off | |
| Power Switch | | Fan Switch | |
| Off | | On | |
| On | | Off | |

| Booth 2 & 3 | | | |
|---|---|---|---|
| Light Switch 2 | | Light Switch 1 | |
| On | | On | |
| Off | | Off | |
| Power Switch | | Fan Switch | |
| On | | On | |
| Off | | Off | |

   b.  Next, turn on the computer by pressing the button on the computer tower.  (When the switch to the booth is turned on, it sounds like it's powering on the computer, but it's not.)
   c.  Once logged in and at the desktop screen, turn on Scarlett.
   d.  If audio doesn't work in Hindenburg, go to Tools/Options and select the audio tab.  Make sure Playback is set to Scarlett.
2. Check emails and schedule for the day.  Scan the schedule for the next few days to determine what can be prepared in advance.
3. Decide which books to assign to the Reviewers scheduled to work in the Studio today.

# Studio Calendar

1. The Studio Calendar is posted on the white board behind the Studio Manager's desk and is used to schedule all of the volunteer activities in the studio, including recording booth and review station assignments. The Studio Manager is responsible for maintaining the Studio Calendar.

2. Each recording booth is color coded in the calendar using colored Post-it notes. All three recording booths are in the Studio, color coded red, yellow and blue. All of the review station appointments on the calendar are color coded yellow on small Post-it notes. Special projects are color coded purple and training sessions are color coded green. There are two review stations in the Studio, one in the Duplication area, and one in the Front Office.

| Booth | Color Code |
|-------|------------|
| 1 | **Large Red** |
| 2 | **Large Yellow** |
| 3 | **Large Blue** |
| | |

| Review Station | Color Code | Location |
|----------------|------------|----------|
| 1 | **Small Yellow** | Studio |
| 2 | **Small Yellow** | Studio |
| 3 | **Small Yellow** | Duplication |
| 4 | **Small Yellow** | Front Office |

3. Each appointment on the calendar includes the name(s) of the volunteer assigned to that time/location.

|    | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|----|--------|---------|-----------|----------|--------|
| 8  |        | Jack/ Jill |         | Bonnie/ Clyde |    |
| 9  |        |         |           |          |        |
| 10 |        |         |           |          |        |
| 11 |        |         |           |          |        |
| 12 |        |         |           |          |        |
| 1  |        |         |           |          |        |
| 2  |        |         |           |          |        |
| 3  |        |         |           |          |        |
| 4  |        |         |           |          |        |
| 5  |        |         |           |          |        |
| 6  |        |         |           |          |        |
| 7  |        |         |           |          |        |

4. The Studio Manager works with the volunteers to establish a regular, recurring schedule for their time in the studio. Appointments are typically set-up as recurring, for example weekly, every Tuesday from 1 PM to 3 PM.

5. If the studio will be closed (e.g. for a holiday), the Studio Manager will tell the volunteers scheduled for that day the week before the closure. Library closures are also posted on the front door of the Library.

## Routine Tasks

1. Add any new books to be recorded to the Production Board.
2. Create a Book Project in Hindenburg for the new books.
    a. Go to the booth that the Recording Team will use to record the book.
    b. On the Desktop, go to "Books Are Kept Here" folder and create a new folder within this folder. The new folder should be named using the name of the book to be recorded.
    c. Open HABC and "arm" the track by clicking once on the Narration line (it will turn blue); then click on the pink circle. When the track is "armed", the pink circle will turn red.



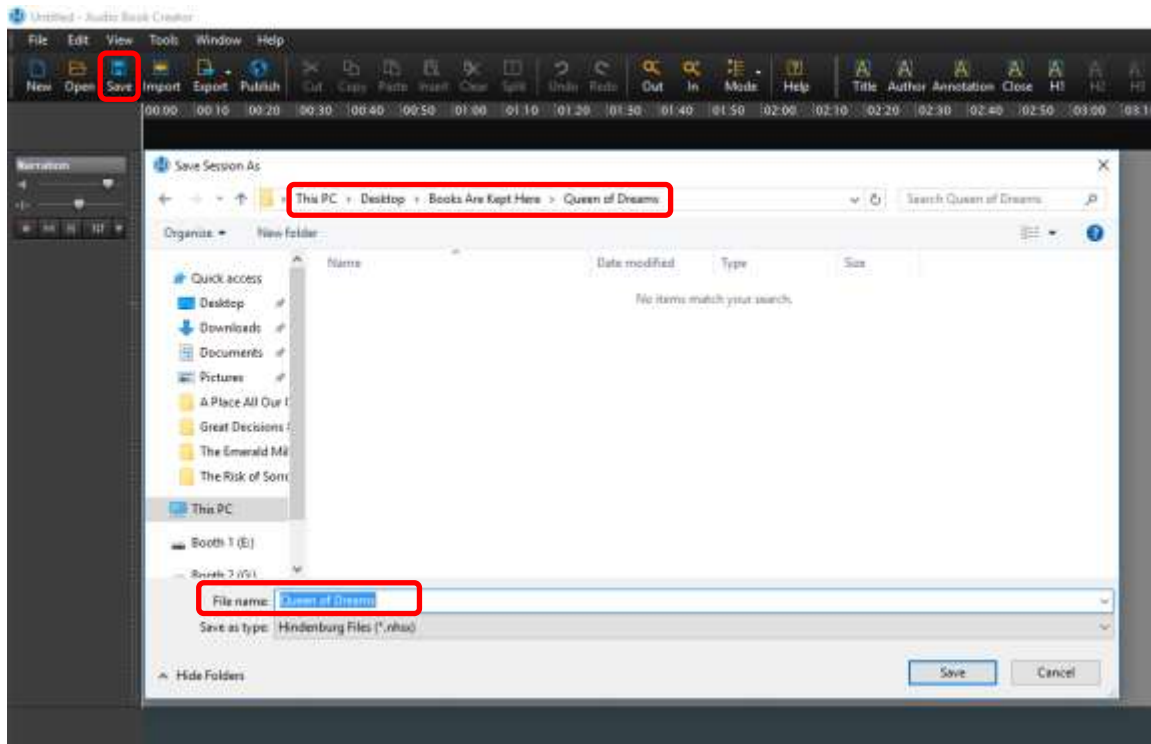Pink indicates "disarmed"
– not ready to record

Bright red indicated "armed"
– ready to record

    d. Click Save or CTRL-S. In the "Save Session As" box, select the folder you created in the previous step and enter the name of the book to be recorded; it should be the same as the folder name.



Note: if the name of the item to be recorded begins with "The" include this in the folder and file names.

3. The Studio Manager should occasionally double check the math on the Production Board.
4. Check the folders for the blank forms (Director's Log, Studio Text, and Review Sheet) to make sure there are adequate copies. Resupply if necessary.

## Copy Book Files to the Review Station

1. On the Desktop at the booth where the book is being recorded, go to 'Books Are Kept Here' and find the folder with the name of the book to be copied.
2. Copy the entire folder for the book onto the external hard drive.
3. Go to the review station where the Reviewer will be working.
4. Delete the old folder on the review station and copy the new folder from the thumb drive/external hard drive to the review station.
5. Open the project in HABC to make sure it matches what is on the Production Board.
6. If you see a dialog box "Have no recording device" just click on OK until the program opens. This dialogue box might show up once, twice or not at all - depending on whether how the setting was saved. What this means is that no microphone is connected to be able to record audio.

## Backup Files To Server

1. At the recording booth, connect the network cable to the computer.
2. Double click the "BTBL Studio" shortcut icon on the Desktop and login in using ad/username and your password.
3. Then, open the "Books Are Kept Here" folder. If the books are not already organized by date modified, choose "Details" in the "View" dropdown menu. Click on the column heading "Date Modified". This should stack the files by the date in which it was recorded, top to bottom or vice versa, depending on the number of times you click.
4. You should now have two windows open, one for the "BTBL Studio" folder and one for the "Books Are Kept Here" folder.
5. In the "BTBL Studio" folder, open the "In Process" folder. There is an "A-S" folder and a "T-Z" folder. Open the appropriate folder and delete the folder for the book you need to backup.
6. Then, in the "Books Are Kept Here" folder, chose the folder for the book(s) you want to backup.
7. Highlight and copy the folder. (To copy, right click on the mouse and click "Copy" or go to the "Edit" menu and click "Copy".)
8. Paste the files to the appropriate folder in the "BTBL Studio/In Process" folder: "A-S" folder or "T-Z" folder. Take the drive to the Studio Manager or Duplication Technician desk and connect it to the computer.

9. Repeat these steps to copy all the books for today's date.
10. When you have finished copy all of the books to the server and to the review stations, logoff the server and disconnect the network cable.

## Save Annotations

1. The Collections Development Librarian emails the new book annotations to the Studio Manager.  The email contains the name of the book, the author, the annotation, the preferred narrator voice (female, male or either), and the subject matter (biography, mystery, etc.).
2. The Studio Manager saves the annotation information in a file named ANNOTATIONS in a dedicated folder, Scripts, on the share drive.
3. Open the file named "ANNOTATIONS" and copy the entire email to the end of the document.  Repeat this for each email received from the Collections Development Librarian.

> From:
> Sent:
> To:
> Subject:
> Title
> Author
> Annotation
> Narrator:
> Subject Matter:

4. The Volunteer that prepares the scripts typically uses the review station in the front office.  Copy the "ANNOTATIONS" file to this station.

## Enter New Books into Database

1. New books should be entered into the database when they are received from the Collections Development Librarian.
2. To add the book to the database, open the Access Database file named "DB1" and go to the In Process tab.  The fields are listed in the table below.
3. On a new line, enter the book name and date received.
4. Once the book is selected by a recording team, the Studio Manager adds the start date, the narrator and director names, and the studio booth they are assigned to use for the project.
5. When the recording is complete, the Studio Manager adds the end date, notes, status, DBC#, final review, final corrections, and reviewer (if dedicated).

| Field Name | Description |
|---|---|
| Title | Book Name: titles include the subtitles and articles, so "The ABCs of Desert Gardening: How To Grow Plants in Arid Climates" should be entered as that, not under "ABCs of Desert..." |
| Recvd | Date of the email w/annotation |
| Nar | Narrator's name |
| Mon | Director's name |
| Rev | Reviewer's name (if dedicated) |
| Studio | Booth assigned to team for recording |
| Begin | Date recording started |
| End | Date recording finished |
| F R | Date of Final Review by Studio Manager |
| SubM | Not used |
| F C | Date of Final Corrections |
| Notes | Notes related to project |
| EDITOR | Editor's name |
| Sent | Not used |
| # of Copies/Cart | Duplication Technician completes |
| DBC | DBC number assigned to book |
| STATUS | Status of project |
| DAZ #'s | Not used |
| AZ# | Not used |
| Duped | Duplication Technician completes |

## Studio Shutdown

1. After teams finish recording for the day, backup the files to the server. Books that are recorded in the evening are backed up first thing the following morning. This is so teams are not kept waiting, as most volunteers prefer to leave promptly at 7:30 pm.
2. If the Studio Manager is responsible for closing the Library at night, ensure all booths are powered down, coffee maker is shut off, break room door is locked, and no one is downstairs.

# Communication

1. The preferred method of communication between the Studio Manager and the Volunteers is by email.
2. The Studio Manager provides the Volunteers with feedback regarding their performance.
3. If a volunteer is consistently absent or late, disrupting the studio schedule, the Studio Manager will alert the Volunteer Coordinator of the problem.
4. Volunteer Emergency Contact list is kept by the Volunteer Coordinator.

# Contact List & Additional Resources

Volunteer Information

Contact information for all volunteers is available from the Volunteer Coordinator

Name: Kim French
Volunteer Coordinator
Arizona Talking Book Library
Library, Archives and Public Records
A division of Arizona Secretary of State
(602) 926-3351
kfrench@azlibrary.gov

Arizona State Library

AZTBL IT Support

Peggy Zeller
(602) 926-3357
pzeller@azlibrary.gov

Mesa Studio

Janice Dell
Volunteer Coordinator
Mesa Public Library | Main Branch
(480) 644-4638
Janice.Dell@MesaAZ.gov

Recorded Recreational Reading for the Blind in Sun City

623-933-0985
John Schumacher - Studio Director
Sue Curry - Office Manager

National Library Service

NLS Bibliographic Control Section Head

Bob Axtell

[raxt@loc.gov](mailto:raxt@loc.gov)
(202) 707-9248

Audiobook production specialist

Phil Carbo
[DTBhelp@loc.gov](mailto:DTBhelp@loc.gov) for BARD problems
[phca@loc.gov](mailto:phca@loc.gov)
(202) 707-9283

Recording Studio Director

Celeste Lawson
[claw@loc.gov](mailto:claw@loc.gov)

NLS Recording Studio Contact List

[http://lbphwiki.aadl.org/recording_studios_by_state](http://lbphwiki.aadl.org/recording_studios_by_state)

LBPH Network Libraries Wiki

The Admin Team
Ann Arbor District Library
Washtenaw Library for the Blind & Physically Disabled @ AADL
(734) 327-8327
[lbph-nlwiki@aadl.org](mailto:lbph-nlwiki@aadl.org)
[https://lbphwiki.aadl.org/](https://lbphwiki.aadl.org/)

Hindenburg Software
Creative Director

Nick Dunkerley
[nick@hindenburg.com](mailto:nick@hindenburg.com)
Skype: Hindenburgsystems

CEO

Chris Mottes
[sales@hindenburg.com](mailto:sales@hindenburg.com)

# Appendix A – Production Board

The Production Board on the Studio wall is updated with the book to be recorded.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|
| TITLE | START DATE | DIRECTOR/ NARRATOR | BOOTH | STATUS | TOTAL PAGES | CURRENT PAGE | REVIEWED UP TO | LEFT TO REVIEW | REVIEWER |
| | | | 1 | | | | | | |
| | | | 2 | | | | | | |
| | | | 3 | | | | | | |

1. "TITLE" contains the name of the book.
2. "START DATE" is the date the team began recording the book.
3. "DIRECTOR/NARRATOR" column has the last names of the volunteer team recording the book.
4. "BOOTH" is the number of the booth in which the book was recorded. The entries on the Production Board are color coded by booth to match the color code used for the schedule board.  Booth 1 is coded red, booth 2 is coded yellow and booth 3 is coded blue.
5.  "STATUS" column refers to the timecode where the team stopped recording or if the book is complete but the team is working on editing.
6. "TOTAL PAGES" is the total number of pages that the book contains.
7. "CURRENT PAGE" is the page where the recording team ended their last recording session.
8. "REVIEWED UP TO" is the page number where the reviewer ended the last review.
9. "LEFT TO REVIEW" is the "CURRENT PAGE" minus the "REVIEWED UP TO" page.
10. "REVIEWER" is entered if a specific reviewer is assigned to a book.  Typically this column is empty.