**This is the explanation we give to staff about why the project exists, and why it is important:**

As you know, it is important to make sure patrons receive exactly what they want in books, but sometimes what is even more important is what they DON’T want. Many books come from NLS obtained through commercial recordings, such as Recorded Books or Tantor Audio. These professional studios provide the audio files to NLS under a special arrangement. Unfortunately, they do not come with any notations of descriptions of sex, violence, strong language, or the presence of foreign accents.

These are the exclusions patrons put on their records, and these commercial books come in with the subject of “unrated”. many patrons are aware of this and specifically select “unrated” as one of their exclusions so they do not get these books. That leaves thousands of books in the system that might not circulate and would be of interest to many.

This project has readers rate the books, filling out an Excel sheet and emailing it to me. I compile the ratings spreadsheet for the project for the NLS network. Every month it gets updated and distributed so all the states can enter ratings in their catalog systems. Some states have slightly different standards, so we do include some extra information, like if a book refers to rape or incest, or another triggering occurrence. Others have detailed levels for sex, some don’t.

* Acknowledge receipt of the assigned books.
* Download them, on cartridge or on phone.
* Listen to as much of the book as possible to get an accurate assessment.
* *Nonfiction you will probably not need to listen to the whole thing.*
* *Fiction you will need to listen to mostly the entire book to evaluate the frequency of occurrences if you are not familiar with the author.* ***This is vital.***
* Fill in the rating Excel sheet with the book information and ratings: letters and the annotations.

**We keep a list of readers and their likes and dislikes,** and every time someone says they are just about out of books, we send an email to Sue Walker for more titles. [Sueellenwalker1954@gmail.com](mailto:Sueellenwalker1954@gmail.com) . We give her a few weeks at least for returning of the titles.