

Nebraska Library Commission

The Atrium - 1200 N St - Suite 120 - Lincoln NE 68508-2023 - 402-471-4038 - Fax 402-471-6244

Volunteer Application Form

This information will help us to assign you to the most satisfying and appropriate volunteer opening in our agency. It will also help us run the volunteer services more smoothly. Your cooperation in completing this form is most appreciated.

Name _____

Date _____

Home Address _____

Phone _____

City/State/Zip _____

E-mail _____

Work Address _____

Phone _____

City/State/Zip _____

Birthday (month/day) _____

Emergency Contact
Name _____

Phone
(usually a day number) _____

Education (Please circle year enrolled, if applicable.)

Grade, Middle and High School 5 6 7 8 9 10 11 12

Post secondary Fr. So. Jr. Sr. Trade Grad.

Areas of Specialization _____

Language skills

Language other than English _____

Medical terminology _____

Legal terminology _____

Special Skills or Training _____

Employment Experience _____

Volunteer Experience _____

Please mark all pertinent categories:

- Government & Politics Student
- Fraternity/Sorority/Service Club
- Telephone Pioneer

What kinds of volunteer tasks most interest you at present?

- narrator
- office and clerical tasks

Time you have available for volunteer work:

Number of hours per week _____

Preferred days and times _____

How did you find out about this position? _____

Other comments or information:

Statement of Liability

The State of Nebraska assumes no physical or personal liability for its volunteers or their actions. Volunteers are not covered by the Nebraska Worker's Compensation Act, nor are their actions protected by the State Tort Claims Act.

I have read and understand the above statement.

Signature

For Office Use Only

Interviewed by _____

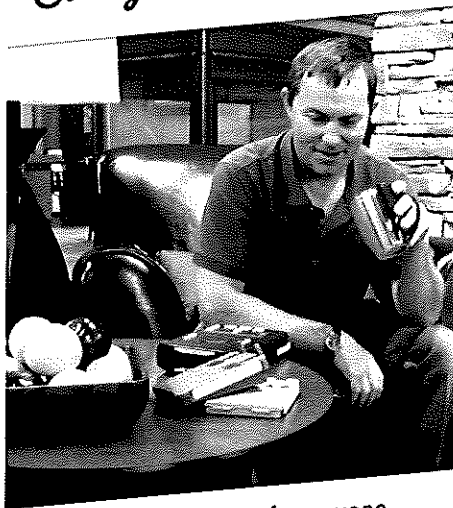
Interview Date _____

Interviewers notes (applicant's background, assignment preferences, etc.)

Assignment _____

Supervisor _____

*Reading is for
Everyone* @ Your Library*



Talking Books are free for anyone who has difficulty holding a book, turning a page, or seeing regular print. The recordings and equipment are loaned and returned through the mail free of charge or can be downloaded.

Nebraska Library Commission
Talking Book and Braille Service

402-471-4038 • 800-742-7691
nlc.talkingbook@nebraska.gov • www.nlc.nebraska.gov

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Especially for Studio Volunteers

A successful audition is a prerequisite and understand the literary content of their assigned book project.

Reading material is narrated verbatim. We do not censor or edit what the author has written.

Due to the time-sensitive nature of the material, we prioritize magazine recording sessions over books. All new narrators start with recording magazines, and even narrators with assigned books can expect many magazine recording sessions. With magazines, each narrator picks up where the previous narrator stopped until a magazine is completely recorded.

Narrators with good attendance records and a confident approach to recording magazines may be assigned books for recording. Each book is assigned to a single narrator. The narrator is encouraged to research pronunciations

Regular attendance is very important for narrators. We depend on our narrators in order to keep up with the many magazines and books we record each year. If recording sessions are frequently cancelled on short notice, it may become necessary to adjust the schedule. If you have an emergency or illness and need to cancel a recording session, please call the studios at **402 471-3246** as soon as possible so that we can try to find another volunteer to cover the open time.

Lemon juice and honey are provided for smoother narration. Many kinds of beverages can contribute to extraneous mouth noises during recording sessions, including coffee, milk, and carbonated beverages.

Nebraska Library Commission Talking Book and Braille Service

THE ATRIUM 1200 N ST STE 120
LINCOLN NE 68508-2023

Readers Services **402 471-4038** Recording Studios **402 471-3246**
www.nlc.nebraska.gov



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Welcome

Volunteers play a vital role at Talking Book and Braille Service. We are glad that you have chosen to volunteer here.

Background

The Nebraska Library Commission Talking Book and Braille Service began in 1952. It is part of a nationwide network of cooperating libraries headed by the National Library Service (NLS), a division of the Library of Congress. The National Library Service was established in 1931 when the Pratt-Smoot Act became law. Initially the program was intended only for blind adults. The service was opened to blind children in 1952. Eventually, it was recognized that blindness is only one of many disabilities that impair the ability to read regular or standard print materials, and in 1966 the program was expanded to accommodate persons with other physical disabilities.

Who Qualifies for Talking Books?

Any resident of Nebraska who cannot see to read regular print or hold a book or turn its pages qualifies for Talking Book and Braille Services. Readers are eligible if:

- They cannot see well enough to read regular or standard print
- They cannot hold a book or turn pages
- They cannot handle books or see to read due to medication or while recovering from an accident or surgery
- They cannot read print due to a reading disability resulting from organic dysfunction.

Books, magazines, and playback equipment are sent to patrons free of charge by mail. We currently serve between 3500 and 3600 Nebraskans.

Services

Most of the reading material in our library is supplied by the National Library Service, a division of the Library of Congress.

Our collection contains 63,000 audio books and 2400 books in Braille.

We record between 30 and 40 books per year. Approximately 500 Nebraska/Great Plains books have been added to our collection by our own studios.

Overall the program offers 89 audio magazines. Of this total, 21 periodicals are recorded in our studios. Approximately 138 issues of magazines are recorded each year.

Books and magazines are being circulated in a new Digital Talking Book format. The Talking Book cartridges are USB flash drives made in a specialized shape. The new players are easy to use, and the sound quality is excellent.

Accessing the Services

An application form is available at <http://www.nlc.state.ne.us/tbbs/>. Borrowers contact the Readers Advisors to order books or ask questions. They may use the telephone, email, or the US Postal Service.

The books, magazines, and equipment are sent via the US Postal Service with no cost to the borrower. The loan period for books is six weeks.

BAR D is an internet site that Talking Book borrowers may use to download audio books from the National Library Service.

Schools and residential homes may also register for Talking Book and Braille Service.

Volunteers

Volunteers play an essential role in enabling Talking Books to serve our borrowers smoothly and efficiently.

Volunteers help us with a variety of projects: narrating, producing (recording), reviewing, quality checking, shifting, and a variety of clerical projects.

In 2010, 112 volunteers for TBBS contributed 4280 volunteer hours.

Logistics

If you need to cancel a volunteering session, please call so that we can make other arrangements. Readers Services, **402 471-4038** or Recording Studios, **402 471-3246**.

Talking Book and Braille Service provides coupons for Center Park and Carriage Parking Garages for the time that volunteers are here. Bring the card from the parking garage to the volunteer supervisor.

Restrooms and water fountain are located on first floor, down the hall from the Adoptive Technology Room. The lower level restrooms are down the hall from the inside stairs.

Fire exits are located at the landing of the stairs between first floor and the lower level and through the stairs on the far side of the elevators. Please familiarize yourself with the exits before they are needed.

In case of a tornado warning, take cover in the lower level hallway between the Crane Room and restrooms.

First Aid kits are available through the volunteer supervisors. Please ask — they are here to be used!

Pop machines are in the break rooms in the lower level and mezzanine level.

The temperature in the building can fluctuate.

The Library Commission is closed for all state holidays:

- New Year's Day, January 1
- Martin Luther King Day, third Monday in January
- President's Day, third Monday in February
- Arbor Day, last Friday in April
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Columbus Day, second Monday in October
- Veteran's Day, November 11
- Thanksgiving Day, fourth Thursday in November
- Day after Thanksgiving
- Christmas Day, December 25