**Reading Is for Everyone Programming Kit**

PowerPoint notes

**Note:** The Talking Book player should be fully charged when you receive it. However, we suggest you plug it into a power outlet to let it charge for 2-3 hours before use.

**Promotional description for libraries:**

If you or someone you know has trouble seeing regular print, cannot hold a book, or has dyslexia, expand your reading options with free service from the Kentucky Talking Book Library. Discover how to get Talking Books delivered to your mailbox or downloaded to your device.

**Slide 5**—demonstrate opening the mailing container, removing the cartridge, and putting it into the player. You should turn the player on before inserting the cartridge to start play.

**Slide 6**—demonstrate each feature of the player.

1. Demonstrate built-in audio instructions: with no cartridge in the player, turn it on and press any button to hear how that feature works.
2. If the player remains paused too long, the power will turn off automatically to save the battery.
3. You can press the Sleep button up to 4 times to set the player to play for up to an hour before shutting off automatically.
4. KTBL can also provide headphones for people with hearing difficulties or those who live in a group home.

**Slide 7**—Demonstrate moving from one book to the next by holding down the fast forward button until it announces, “End of Book”, then press Play/Stop to move to the next book. Cartridges with more than 1 book may have instructions as the first book.

A Bookshelf feature allows users to select which book they want to read. Contact KTBL for more information on this feature.

**Slide 8**—Demonstrate removing the cartridge from the player, replacing it into the mailing container, and removing the patron address card.

**Slide 11**—the web addresses for the online catalogs will be in our New Patron Guide.

After the presentation library staff may assist interested patrons in filling out KTBL applications. Professional librarians may certify the applications.

**Thank you for helping KTBL reach those in your community who can benefit from our program!**