



Quick Reference Sheet for Schools

What is KTBL? The Kentucky Talking Book Library provides Talking Books and Braille materials to people who may otherwise have difficulty reading print. This can include people who are blind, have low vision, have a physical disability, or even a reading disability. Our books are available in audio and braille format and are mailed to our patrons free of charge. Service is open to anyone who lives in the Commonwealth of Kentucky regardless of age, location, or level of education.

Where is our service available? Our service is available to any resident of Kentucky who cannot read or use regular print materials due to temporary or permanent visual or physical limitations.

Who is eligible? Any resident of Kentucky who is certified to be blind, and/or have a visual, physical, or reading disability. This includes dyslexia.

Who can certify potential patrons? Potential patrons must have their applications certified before they can start using KTBL services. Eligibility must be certified by one of the following: **Librarian or Library staff**, medical doctor, osteopathic doctor, ophthalmologist, optometrist, psychologist, registered nurse, therapist, or professional staff of hospitals, institutions, and public or welfare agencies (including **educators**, social workers, case workers, **counselors**, **rehabilitation teachers**, certified reading specialists, **school psychologists**, **superintendents**, or **school media specialists**).

Where can I find an application? Our applications are always available on the home page at ktbl.ky.gov. We have applications for individuals, institutions, and professionals, as well as applications in Spanish. Our applications can either be filled out electronically by filling out the online PDF version and either emailing it or printing it out and mailing it to us. You can also print out a blank application, or multiple blank applications to keep in case one of our patrons needs it. When they're filled out, they can mail them back to us.

Can we call you for help? Our librarians are available from 8:00am through 4:00pm Monday through Friday at 1-800-372-2968 (toll-free in Kentucky) or (502) 564-5791 (locally). They are available to answer any questions, assist with book selections and help get people started with the Talking Book program.

Do students need to be completely blind to use Talking Book services? No. As long as a certifying authority confirms that a student has a visual, physical or reading disability, they are eligible for Talking Book service. This can include a disability that prevents the student from holding a book, or a disability that prevents students from easily comprehending text such as dyslexia.

How long does it take someone to start receiving service once their application is approved? We will try to contact the applicant within a short period of time to set up their account. Once they've been set up, they should expect to receive equipment within 7-10 days.

Should students use an institutional account created by the school, or should they use their own account? We recommend students have their own accounts so that they may continue using Talking Books after they graduate or move to another school.

How much does this program cost? \$0. There are no direct costs for patrons. All of our services are free of charge, including mail, which is sent through the USPS's Free Matter for the Blind and Physically Handicapped.

What device is needed to play Talking Books? Talking Books are able to be played two different ways. Traditionally, one would need a Digital Talking Book Player that we provide to play the cartridges we send. However, many of our patrons use the Braille and Audio Reading Download (BARD) Mobile app on their own device.

What is the BARD Mobile app? The Braille and Audio Reading Download or BARD Mobile app allows users to download and listen to talking books on any iPhone, iPad, iPod Touch, Android phone or tablet, or Amazon Kindle Fire device that is connected to the internet. Patrons can also download the files for braille books, magazines, and music materials for use on a Braille eReader

device. BARD Mobile can be downloaded from the Apple App Store, the Google Play Store, and the Amazon Appstore for Android.