

April 2021

PATRON GUIDE

KENTUCKY
TALKING
BOOK
LIBRARY



**KENTUCKY TALKING
BOOK LIBRARY**

Kentucky Talking Book Library: 800-372-2968 or 502-564-5791

Welcome to the Kentucky Talking Book Library! This patron guide will introduce you to how our service works; please keep it for future reference. We want you to enjoy Talking Books and we encourage you to contact us by mail, telephone, or email anytime you have requests, questions or problems.

General information

The Kentucky Talking Book Library, also known as KTBL, is located within the Kentucky Department for Libraries and Archives, in Frankfort KY. Our service hours are 8-4 Eastern Time, Monday through Friday. Some staff work from home part-time, but can access their email and telephones messages.

The Kentucky Talking Book Library is part of the National Library Service for the Blind and Print Disabled (NLS for short), which is a branch of the Library of Congress. You may receive some Talking Book materials referring to NLS or the Library of Congress, but you should contact the Kentucky Talking Book Library about your service. NLS provides most of our braille and Talking Books and magazines, all our playback equipment, the BARD download site, and guidance and support for Talking Book libraries in every state.

Contact the Kentucky Talking Book Library

Call: 800-372-2958 or 502-564-5791

Email: KTBL.Mail@ky.gov

Mailing address: KTBL, PO Box 537, Frankfort KY 40602

The KBTL Staff:

Branch Manager: Barbara Penegor, Barbara.penegor@ky.gov

Librarians:

Susan McGinnis—last names beginning with C-I, susan.mcginnis@ky.gov

Janet Chisman—last names beginning with B and J-Q, janet.chisman@ky.gov

Tracey Mania—last names beginning with A and R-Z, tracey.mania@ky.gov

Administrative Specialist: Jeff Barnes

Machine Lending Officer/Duplication: Michael Gilbert

Circulation Specialist—Gary Harmon

Recording Studio Manager—Brian Bertucci

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Borrower Responsibilities:

As a patron of the Kentucky Talking Book Library, you have the following responsibilities:

- Braille and talking books are on loan for 30 days and must be returned to the Kentucky Talking Book Library within that time.
- You must request and return at least 1 book every 6 months in order to remain an active patron. Alternately, you may download at least 1 book every 6 months to stay active.
- All equipment is the property of the Library of Congress. You must take reasonable care of it and you must return it to the Kentucky Talking Book Library if you are no longer actively using the Talking Book service.
- Notify the Kentucky Talking Book Library anytime your name, address, telephone number, or email address changes.
- Do not lend or give Talking Book equipment or reading materials to any other person.

Additional responsibilities for institutions:

- You will be responsible for keeping track of materials that are checked out to your institution, regardless of staff changes or who is using them.
- Materials must not leave your institution. You must recover all reading materials and equipment before a resident/client/student leaves your facility, or upon his/her death, and return them to KTBL.
- Do not lend or give Talking Book equipment or reading materials to any person who does not meet eligibility requirements. Materials are not transferrable from one individual to another.

Contact KTBL to:

- Request books
- Ask a question or report a problem with your service
- Change your name, address, phone #, or email address
 - An address change may be temporary or permanent
 - We can transfer your service if you move out of state
- Temporarily hold your service for up to 6 months
- Cancel your service
- Get help downloading books from the BARD website
- Change the types of books that are sent to you

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- Increase or decrease the number of books you receive
- Add or cancel magazine subscriptions
- Change the format of catalogs or newsletters you receive
- Request an application for a friend or family member

Types of Service

Talking Books by Mail

Talking Books are audio books that come on digital cartridges to play on our Talking Book player. When you (or someone on your behalf) spoke to a librarian to set up your account, we would have discussed how many books to send at a time and how often to send them. When it is time to send you books, we use an automated system called Duplication on Demand to download the appropriate number of titles from your request list onto a blank cartridge. The cartridge is mailed to you in a plastic mailing container with an address card on the outside. The address card will also list the titles of up to eight books contained on the cartridge.

When you receive a cartridge, remove it from the mailing container. Turn on the Talking Book player. Hold the cartridge with your finger in the hole, the label facing up, and plug it into the large opening at the front of the player. If you opted to receive only one book per cartridge, the book will automatically start playing. If you receive more than one book per cartridge, the first thing to play will be the latest edition of our newsletter, followed by instructions on how to move from one book to the next. This will be on every cartridge you receive, but you can fast-forward through it if you have already read that issue.

The loan period for each cartridge is 30 days. Once you have read all the books on a cartridge, remove it from the player and place it back in the mailing container. Our return address is on a permanent label beneath the address card, so all you have to do is remove the card and drop the container in the mail as you do any other outgoing mail. There is no postage necessary—the container is marked, “Free Matter for the Blind”.

Please do not put notes or other correspondence in the mailing containers, as it voids Free Matter postage and we will not know who it is from. Each day we erase all the cartridges that are returned and reuse them for that day’s outgoing books. It is important to return them on time so we have enough on hand to use each day.

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Braille and Audio Reading Download (BARD)

Get the books you want when you want them 24 hours a day, 7 days a week. Choose from over 122,000 braille or talking books, with more added every day. Use your computer to download books to play on our Talking Book player or use your own smartphone or tablet with the BARD Mobile app to search for, download, and read books. You may download books in addition to receiving them by mail, or you may opt to discontinue books by mail. You must download at least one book or magazine every 6 months to keep your BARD account active.

To download using a computer, you will need:

- A computer with a high-speed internet connection
- An email address
- Moderate computer knowledge, including how to search the Internet, fill out online forms, and how to download and save files.
- A USB flash drive, OR a blank NLS digital cartridge and a cable to attach it to your computer.
- If using a PC with Windows— BARD Express software makes searching and downloading easier and is available for free on the BARD website.

To download using a mobile device, you will need:

- An iPhone, iPad, iPod Touch, Android device, or Amazon Kindle Fire.
- High speed wireless Internet access
- Moderate mobile device knowledge, including how to use your web browser, fill out online forms, and how to download and use apps.

To apply for BARD:

- Go to this website and fill out the online application:

<https://nlsbard.loc.gov/KY1A/ApplicationInstructions.html>

- You will receive an automated email with a temporary password
- Log in to the BARD website and change the temporary password to the password of your choice.
- You will receive an email from KTBL with basic BARD instructions.
- If using a mobile device—Download the free BARD Mobile app from the Apple app store (for iOS), Google Play (for Android), or Amazon (for Kindle Fire).
- Call or email KTBL if you have any questions about downloading.

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Additional Materials

Kentucky Books—Talking books about Kentucky or by Kentucky authors recorded by trained volunteer narrators in our own studio.

Braille books by mail

Electronic braille books by mail or download

Braille or audio magazines—free subscriptions to over 75 magazines mailed directly from the producer or available for download from BARD.

NFB Newslines®—the National Library Service partners with the National Federation for the Blind to provide this newspaper-reading service accessed by telephone, internet, mobile app, or Amazon Alexa. It includes access to over 500 publications, including 10 from Kentucky, as well as weather alerts, job listings, TV listings, and national retail ads.

NLS Music Service—offers large note and Braille music scores, as well as audio books on music instruction. It does not include music for recreational listening. Materials are provided directly from NLS in Washington DC.

Book Selection

To request a book, call, email, or mail a list to us. Any books you order will be added to your request list where they will automatically be sent to you on a regular basis according to your individual circulation pattern.

Specific requests—may be requested by book number, title, author, series, or subject.

Catalogs-- You may receive a subscription to *Talking Book Topics* (for audio books) in large print or on digital cartridge. You may receive *Braille Book Review* (for Braille and audio books) in Braille or in large print. Both describe the newest books in our collection. Both are also available online at www.loc.gov/nls.

Librarian-- your librarian will use a computer program to select books for you if you run out of your own requests. The computer will look at the general reading

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interests listed on your account and find books that match. If you have favorite authors, the computer can automatically add their new books to your request list. Your librarian can also help you find a particular book or suggest books or authors you might like.

Online—you may search the comprehensive NLS online catalog at nlscatalog.loc.gov/ .

BARD—you may search for and download talking books from the NLS BARD website at: nlsbard.loc.gov/KY1A

Equipment

Digital Talking Book player—

- Please keep the box your player comes in. You will need it if you have to exchange or return the player. You must return it if you stop using our service for more than 6 months.
- The battery will play for up to 30 hours on a full charge. The machine will alert you when the battery is low. Charge the battery by plugging the machine into an electrical outlet for several hours. Make sure the outlet is in good working order and does not have to be turned on at a switch. You may use the player while it is charging. It is normal for the battery to lose its ability to fully charge over time.
- The player has built-in instructions. Before inserting a book cartridge, turn the player on and press any button to hear how that feature works.
- There is a headphone jack on the right side so you can use headphones or earbuds.
- There is a USB port on the right side for a flash drive with BARD books. (Remove the plastic cover and any cartridge from the player.)
- Call KTBL if you feel your player is not working properly or if the battery holds a charge for less than 10 hours. We will exchange it for another.

High-volume player—available for those with profound hearing loss. A separate application must be signed by a physician or audiologist.

Braille eReader—a refreshable braille device for those interested in reading electronic braille. Call KTBL for more information.

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Headphones—headphones are available to patrons who have hearing difficulties or who live in group facilities.

Remote Control or Breath Switch--for users with physical disabilities; requires a separate application.

Elbow adapter—for those who download from BARD using a flash drive. This adapter allows you to attach the flash drive to our digital Talking Book player so it does not stick out as far.

Social Media

KTBL uses social media to share recommended reading, news about our service, and news or services from other related organizations that may be of interest to you.

Facebook—find us at www.facebook.com/kdla.ktbl

Twitter—follow us at [@KyTBL](https://twitter.com/KyTBL)

Funding for the Kentucky Talking Book Library

The Kentucky Talking Book Library is sponsored by the Kentucky Department for Libraries and Archives, an agency of the Education and Workforce Development Cabinet.

KTBL is funded with a federal grant from the Institute of Museum and Library Services, which administers the Library Services and Technology Act.

KTBL also accepts donations to fund a variety of needs, including buying Kentucky books to record, blank cartridges and containers for duplicating books, outreach materials, and recording equipment. To make a tax-deductible donation to the Kentucky Talking Book Library, please send a check or money-order to:

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