

# Welcome to Braille and Talking Books @ Taylor Community Library!

## GENERAL INFORMATION

Taylor Community Library provides Talking Books and Magazines, Braille Books and Magazines, Large Print Books, and Descriptive DVDs. Talking Books and Braille Books are sent free-of-charge through the U.S. Mail, as well as some Descriptive DVDs. All other materials are available for pickup at the Taylor Community Library.

The library begins your service by mailing a Talking Book player, a small selection of Talking Books, and a current local newsletter.

If you are transferring from another library, you'll find our services and materials should be similar to your previous library.

Braille and Talking Books materials can be sent in several different ways. All new users are set to "turnaround". Turnaround means when an item is returned, another item will be sent.

Other service types available include weekly or monthly delivery. Please call the library if you would like to change how many books you get on a cartridge or how often you get cartridges. The library can also deliver to an alternate address if you travel or take extended vacations.

If you move or change phone numbers, please let the library know immediately. If you remain in our coverage area, service will continue at your new address.

If you move out of the library's coverage area, your records will be transferred to a library near your new home. If you cancel library service, books, movies, players and other equipment must be returned.

## BRAILLE & TALKING BOOKS SERVICE

Every two months, you will receive a catalog called "Talking Book Topics." This catalog is available in Large Print and Audio. The catalog describes the most recent additions to the Talking Book collection, and usually contains an order form. If you are a braille reader, you will receive the Braille Book Review catalog in braille. If you would prefer to receive Braille Book Review in large print, please contact the library.

A list of available magazines can be found in either the Talking Book Topics or Braille Book Review catalog.

Completed order forms can be mailed free-of-charge by following directions provided on the order forms. Braille and Talking Books can also be ordered by filling out the order form on our website at [www.cityoftaylor.com/btb](http://www.cityoftaylor.com/btb) or by calling the library at 734-287-4840.

If you want to read a book not listed in the catalog, please call or email us to find out if the book has been recorded or brailled. You can order books by author, title, or the book number you find in the catalog. The library can automatically send books on your favorite subjects or the newest books by your favorite authors if you do not want to request specific books, or if your request list is low.

Talking Book cartridges are due 6 months after mailing, while braille books are due after four weeks. Return each book when finished so you can receive a new cartridge or braille book.

The mailing card found in the front of each talking book's container folds out to list book titles housed on the cartridge. When you finish a cartridge, remove the mailing card, place the cartridge back in its case, and put it in the mail. No postage is required.

Please do not put notes inside containers. Notes are often lost in transit.

If you receive a defective cartridge, please place a string or rubber band around it and place the cartridge inside the box to return. If you would like a replacement cartridge with the same books, please call the library. The library does not automatically send replacements for defective cartridges.

## TALKING BOOK PLAYERS

When you receive your player, please turn it on without a cartridge inserted. Press any key for a description of its function.

Once you understand the buttons, and would like to listen to a book or magazine, insert the cartridge into the front of the player.

The player is on loan and may be kept as long as you continue to borrow books from this library.

If a player needs repair, please do not attempt to repair it yourself. Let the library know you need a replacement player, and one will be sent to you.

After you receive the replacement player, return your non-working player to the library as soon as possible. If you need a replacement mailing container, please let the library know.

There is no charge to borrow or repair players. Players can be mailed anywhere as “Free Matter for the Blind or Handicapped.”

If you prefer to listen to books on your mobile device or tablet, an app called “BARD mobile” is available through Apple’s App Store, Google Play, and the Amazon App Store. Please note that the Amazon App Store version of BARD mobile only works with Kindle Fire devices.

## LARGE PRINT BOOKS

Large print books are available through the Taylor Community Library’s general collection. **These items are not available through the mail.**

Large print books are checked out for three weeks at a time. They are not part of the National Library Service for the Blind and Physically Handicapped program, so please return these items on time.

Large print books are located near the fiction books in the library. They are marked with a Large Print sticker.

## DESCRIPTIVE DVDS

Descriptive DVDs are also available through the Taylor Community Library's general collection, **which are not available through the mail**. Descriptive DVDs are located near the front desk and are marked with an "AD" sticker and the title in braille on the DVD spine. No special equipment is required for descriptive DVDs. You may use your regular DVD player, but you will need to change the audio track from standard audio to descriptive audio.

Lansing offers Descriptive DVDs that **are available through the mail**, one at a time. To have a DVD order form sent to you, or to request titles, you can call our local number or contact Lansing directly at 800-992-9012.

## CONTACT INFORMATION

### **Braille and Talking Books @ Taylor Community Library**

12303 Pardee Road, Taylor, MI 48180

Local phone: 734-287-4840

Toll-free phone: 844-307-1621

Website: <http://www.cityoftaylor.com/btb>

Email: [btb@taylor.lib.mi.us](mailto:btb@taylor.lib.mi.us)

## HOURS

Monday - Thursday: 10 a.m. – 8 p.m.

Friday - Saturday: 10 a.m. - 5 p.m.

Sunday: 1 p.m. - 5 p.m. (Closed on Sundays: June - August)

## How to Access Multiple Books on a Cartridge

When you receive a cartridge with multiple books on it, you can access the books in one of two ways:

### Listening to Books in Order (Sequential Play)

1. When you reach the very end of the book, press the green, rectangular Play button:



2. The machine will then prompt you to, "Press the Play button again to go on to the next book." Go ahead and press the play button again, and the machine will start playing the next book.



## Accessing Bookshelf Mode (Skipping over books, etc.)

1. Press and hold the green, rectangular Play button for about 3 seconds until the player beeps and says “Bookshelf” and announces the number of books on the cartridge.



2. Tap the Rewind or Fast Forward button, located on each side of the green, rectangular Play button, to select the next book. The book title will be announced. To advance to the next title, just press the Fast Forward button again, or tap the rewind again to go to the previous book. You will know you are at the last book on the cartridge when you hear a double beep.



3. Once you get to the title you want to read, press the green, rectangular Play button. The player will exit Bookshelf Mode and start playing the selected title.



[Note: The player will “remember” your current position in each book even if you move to other books. You can read part of one book, then read part of another book, then come back and continue with the first book, if you like.]