

IV. Legislation – Policies – Rules - Guidelines
D. Guidelines - Talking Book Service Loan Periods

The Talking Book Service (TBS) recently purchased a collection of Braille books for young children. Print/Braille books allow beginning Braille readers to develop their skills. They also allow users to read books with others in the format with which they are most comfortable: print or Braille. For example, a grandparent can read a book in print while their print impaired grandchild reads it in Braille. Or a child can read the book in print while his/her print impaired parent follows along in Braille.

Circulating these titles for 4 weeks, which is the circulation period for audio books, avoids confusion about when titles are due back to TBS.

The changes in the loan guidelines in the draft document below reflect these changes.

Suggested motion: I move that the TBS Loan Guidelines as listed in Board Document 16-32 be approved.

MSC _____



Idaho
Commission
for Libraries

Talking Book Service (TBS)
Loan Guidelines
May - July 2015 - 2016



The following guidelines are based on the National Library Service Network Library Manual and govern the circulation of materials and equipment to eligible blind and physically handicapped persons who are registered with the Idaho Talking Book Service. Users accept responsibility for using borrowed materials with reasonable care and for returning them to the Talking Book Service. Violation of these guidelines may result in suspension of some or all services.

1. PATRON STATUS:

A. ACTIVE STATUS:

To remain active, users must borrow at least one book per year OR subscribe to at least one magazine provided through the service.

B. CHANGE OF STATUS:

Users must notify the Talking Book Service of address changes, a desire to cancel the service, and temporary or permanent service transfer to another state.

2. MATERIALS LOANED:

A. FORMATS:

The Talking Book Services' print/braille books, audio books, and audio magazines are loaned free to eligible registered users. Braille books are available to Idaho's registered users through the Utah Program for the Blind and Disabled.

B. EQUIPMENT:

Equipment necessary to listen to audio materials will be loaned as long as the user meets National Library Service eligibility requirements and is using the equipment to listen to materials provided by the Talking Book Service. Materials received from sources other than the Talking Book Service do not qualify for continuance of service. Playback equipment needing repair must be returned to the Talking Book Service. A replacement will be provided upon request. Users should not attempt to repair the playback equipment or replace the battery.

C. SHARING MATERIALS:

Users may **not** lend Talking Book Service materials or equipment to other persons.

3. CIRCULATION:

A. Number of titles loaned:

Users may borrow as many books and magazines as they can read within the established circulation periods. As each new account is created, the user can indicate the maximum number of titles he/she would like to receive. Once a user reaches the established number of titles, no additional titles will be sent in that format until outstanding titles are returned. A user may request a change in the number of titles received at any time.

B. Loan periods:

- Audio books: 4 weeks with one 2-week renewal
- Magazines: 2 weeks
- Print/Braille books 4 weeks

C. Overdue Materials:

Users are urged to return materials promptly so they can be circulated to other patrons.

D. Returning Materials:

Materials can be returned free via the United State Postal Service using Free Matter for the Blind mailing cards. Place materials in a mailbox or take them to the Post Office.

4. SERVICE SUSPENSION:

If any of the above guidelines are repeatedly violated, the user's service may be suspended.

Suspension Procedure:

1. Service staff will discuss the violation(s) with the user.
2. A warning letter will be sent to the user that summarizes the discussion and the violation(s). The user will have an opportunity to reply within 10 business days.
3. If guideline violations continue, a second warning letter will be sent, citing the earlier warning letter and listing examples of subsequent violations. The service can be suspended for up to six months. A specific date to reinstate service will be included in this letter. The user will have an opportunity to reply within 10 business days.
4. When service is reinstated, a letter will be sent notifying the user of reinstatement of service and reminding the user that further documented violations will result in another suspension of service.

Revised 3/25/2016