

## Registering for BARD

- Users must register to access and download from BARD.
- New users must wait until their application has been processed by the National Library Service (NLS) before registering for BARD. This takes approximately 1 week after Talking Book Service staff contacts you.
- To successfully download, you must have a computer, e-mail address, high speed Internet access, and be familiar with downloading files.
- NLS will accept only one registration per email address. Users with the same email address must create a separate email address to register separately.

### Registration steps:

1. [BARD registration site](https://nlsbard.loc.gov/cgi-bin/public/nlsbardprod/accountrequest.cgi?libcode=ID1A): (or <https://nlsbard.loc.gov/cgi-bin/public/nlsbardprod/accountrequest.cgi?libcode=ID1A>)
2. Complete each field with requested information.  
Note: The address information submitted must match the information on file with NLS. If you are uncertain what that information is, contact the Talking Book Service (TBS) at 800-458-3271 to verify.
3. Submit the application.
4. NLS will email you to confirm receipt of your application.
5. NLS will notify you (usually within 48 hours) to accept or reject your application.
  - a. If accepted, you will receive a password to access the database. You may change the password once you've entered the database.
  - b. If rejected, you will be notified of the reason why.

### Notes:

1. TBS staff cannot supply missing passwords. If you forget yours, there is an e-mail address on the log-in page to request a new password.
2. You cannot receive a new password by applying again.
3. Since computer software and configuration vary widely, TBS staff can offer limited download support.

OVER

## Downloading Files

- Users must be registered to use [BARD](#). See other side of page for registration instructions.
- Go to [BARD](#) or <https://nlsbard.loc.gov/cgi-bin/nlsbardprod/index.cgi>, enter your email address and password; log in.
- The database can be searched by author, title, subject, or keyword. Keyword offers the most flexibility because you can enter multiple search terms.
- Select the title you want to download by clicking on the download hyperlink.
- Select save file and choose where you want to save the file on your computer.
- The zipped file will be downloaded onto your computer. Note: Depending on the size of the file and your Internet connection, this will take several minutes.
- Locate the zipped file folder on your computer. Right Click.
- **Extract** the zipped files from the folder.
- Right click to **Copy** the unzipped files; Right click to **Paste** to either a flash drive or a NLS compatible cartridge.
- In bottom right hand corner of screen. Select “Safely Remove Hardware” icon.
- Place the flash- drive in the USB port on the side of the digital player or the cartridge in the front of the player, turn the player on, and press play.

### Notes:

1. NLS compatible cartridges can be purchased from selected vendors. For vendors and contact information go to [cartridge purchase](#)
2. The unzipped file cannot be listened to on the computer; it can only be played on a NLS compatible player.
3. Files cannot be played from a SD card.
4. Flash drives with fewer than 8GB work best.
5. The player will recognize more than one title on the playback device. To access them, Hold the play button down until the player says “**Bookshelf**”. Use the **FF key** to advance through the titles.
6. Since computer software and configuration vary widely, TBS staff can offer limited download support.

OVER