



Idaho  
Commission  
for Libraries

**Talking Book Service  
(TBS)  
Loan Guidelines  
July 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:**

Print/Braille books, audio books, and audio magazines are loaned free to eligible registered users. The Talking Book Service keeps records of all loans. Braille books are available through the Utah Program for the Blind and Disabled; this agency tracks Braille loans.

**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.

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