Registering for BARD

- Users must register to access and download from BARD.
- New users must wait until their application has been processed 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. You will receive an email confirming receipt of your application.
5. You will be notified (usually within 48 hours) via email of your application acceptance or rejection.
   a. If accepted, you will receive a password to access the database. You must 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.

Downloading Files to Your Computer

- Users must be registered to use BARD. See previous 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.
- A box will open, navigate where you want to save the file on your computer; click on save.
- 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. Click the folder and select "extract all". Do not check "Show extracted files when complete". Select "extract" and the file will be uncompressed into a single folder.
- Ctrl and **C** to copy the unzipped folder; Ctrl and **P** to paste the folder to either a thumb drive or a NLS compatible cartridge.
- Select "Safely Remove Hardware" icon; remove thumb drive or cartridge.
- Place the thumb 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 http://libraries.idaho.gov/page/bard
2. The unzipped file cannot be listened to on the computer; it can only be played on a NLS compatible player.
3. The player can recognize more than one title on the cartridge or thumb drive. To access them, hold the play button down until the player says **"Bookshelf".** Use the **FF key** to advance through the titles.
4. Use of a thumb drive will reduce the battery length to 19 hours or less.
5. Since computer software and configuration vary widely, TBS staff can offer limited download support.