



Talking Book Service (TBS) Loan Guidelines

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. Patrons accept responsibility for using borrowed materials with reasonable care and for returning them to the Talking Book Service.

HOW IT WORKS

Audio books and magazines on cartridge as well as Braille books are loaned free to eligible registered users. To remain active, users must borrow at least one book per year, download one title on BARD every 6 months, or subscribe to at least one magazine provided through the service. Users must notify the Talking Book Service of an address change or to place a temporary hold on their service

MATERIALS LOANED

AUDIO CARTRIDGES AND BRAILLE BOOKS

Audio books and magazines on cartridge are loaned free to eligible registered users. Braille and LDS materials are available in conjunction with your service through a contractual agreement with the Utah Talking Books program.

EQUIPMENT

Digital players necessary to listen to audio materials will be loaned to registered users. Headphones and other assistive devices are available upon request. Users should not attempt to open the back cover to replace the player batteries. Malfunctioning players should be returned promptly,

and a replacement will be issued. Contact the Idaho Talking Books for replacement players and/or additional accessories.

Users may not lend Talking Book Service materials or equipment to other persons. Selling or disposing of Talking Book Players is a federal offense.

CIRCULATION

Users may request their preferred number of titles and cartridges and may make changes to their account at any time. When a book cartridge is returned, another will be issued.

Loan times are as follows:

Audio books:	6 months with one 2-week renewal
Magazines:	2 - 4 weeks (depending on magazines)
Print/Braille books:	4 weeks

RETURNING MATERIALS

Materials are returned free of charge 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.

- ❖ Failure to comply with these loan guidelines may result in suspension of service.

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