

Policy – Talking Book Service (TBS) Governing Use

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Patron Status

- a. **Active status.** To remain active, users must borrow or download at least one (1) book per year or subscribe to at least one (1) magazine provided through the service.
- b. **Changes of status.** The user must notify the Talking Book Service of address changes, a desire to cancel the service, and temporary or permanent service transfer to another state.

Materials Loaned

- a. **Formats.** Audio and Braille books, magazines, large print books, and print/Braille books are loaned free to eligible registered users.
- b. **Equipment.** Equipment necessary to listen to audio materials will be loaned for 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. The user 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.

Circulation

- a. **Number of titles loaned.** Twenty digital audio books may be checked out at a time. At least one book must be borrowed annually to retain the use of borrowed equipment and/or remain active for service.
- b. **Loan periods.** The loan period for all books is eight weeks.
- c. **Overdue materials.** Materials are due within eight (8) months of receipt. Users are encouraged to return finished materials promptly so they can be circulated to other patrons. Users leaving the Talking Book Service should return all materials.
- d. **Fines.** No fines are levied for materials returned later than the circulation due date.
- e. **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.