Dear reader:

Welcome to the State Library of North Carolina Accessible Books and Library Services (SLNC-ABLS)! If you requested any materials when you applied, those materials will be on their way to you. We try to contact all of our new readers to explain our service and answer any questions you may have. If you do not hear from us, we hope you will call us at our toll-free number:

1-888-388-2460

The library is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

At the end of this packet, you will find forms that can be filled out and returned to further customize your library experience.

You may be receiving this handbook if you are returning to us after an extended period of no service or if you submitted a duplicate application. Our service may have changed somewhat, and this handbook contains the most up-to-date information. If you are already a patron with our library but wish to update your reading preferences, sign up for additional service types, or subscribe to magazines or our Descriptive Video Service, please fill out and return the forms at the end of this packet. As always, contact us with any questions.

We look forward to serving you!

Sincerely, The staff of SLNC-ABLS

TABLE OF CONTENTS

5 QUICK START GUIDE

- 5 Books On Demand (BOD) tip sheet digital audiobooks and eBraille
- 6 How to request books

6 GENERAL INFORMATION

- 6 What is the State Library of North Carolina Accessible Books and Library Services (SLNC-ABLS)?
- 6 What does SLNC-ABLS offer?
- 7 Does SLNC-ABLS offer music?
- 7 Does SLNC-ABLS have books in other languages?
- 7 What does it cost to use the service?
- 7 Do I have to pay postage on books, magazines, or equipment mailed to and from SLNC-ABLS?

8 EQUIPMENT

- 8 What type of equipment is loaned by SLNC-ABLS?
- 11 What do I do if the player doesn't work properly?
- 12 How long may I borrow the equipment?
- 12 How do I clean and care for the equipment?
- 12 Recommendations for patrons who have SLNC-ABLS equipment

13 BARD AND DOWNLOADABLE BRAILLE

- 13 Braille and Audio Reading Download (BARD)
- 13 Downloadable braille

13 BOOKS

- 13 How long can I keep books?
- 14 How do I return books?
- 14 Should I send books back one at a time or all at once?
- 14 How can I make book selections?

- 15 How can the library help me make book selections?
- 16 How can I ensure I receive books I'm interested in?
- 16 How long will it take for me to get new books?
- 16 What do I do if I am not receiving materials that you send?
- 16 When requesting books, what do the letters and numbers mean?
- 17 What can I do if I do not like the books I am receiving?
- 18 What can I do if a book I really need/want is not available?
- 19 How can I change the format I read or add a new format?
- 19 What do I do if I receive incomplete or damaged materials?

19 MAGAZINES AND MOVIES

- 19 Which magazine titles do you offer?
- 19 How long can I keep magazines?
- 20 Where do I return magazines?
- 20 What is the Descriptive Video Service (DVS) and how do I get it?

20 VOLUNTEER SERVICES

- 20 Does the library use volunteers?
- 21 Does the library accept monetary donations?

21 LOAN POLICY: INDIVIDUAL SERVICE

- 21 Minimum and maximum number of books to be loaned
- 21 Damaged items
- 22 Suspension of service
- 22 Additional information

23 COMMONLY REQUESTED RESOURCES

- 23 Division of Services for the Blind (DSB)
- 23 Governor Morehead School (GMS) for the Blind
- 23 Division of Services for the Deaf and the Hard of Hearing (DSDHH)
- 23 North Carolina Radio Reading Service (RRS)
- 24 NCDHHS Customer Service Center

SLNC ACCESSIBLE BOOKS AND LIBRARY SERVICES

- 24 North Carolina Assistive Technology Program (NCATP)
- 24 Learning Ally (formerly Recordings for the Blind and Dyslexic)
- 24 American Printing House for the Blind (APH)
- 25 Currency Readers Bureau of Engraving and Printing

25 OVERALL REMINDERS

26 QUESTIONS? CALL 1-888-388-2460

QUICK START GUIDE

Call the library's toll-free number at 1-888-388-2460 if:

- You have questions.
- Your address, phone number, or email has changed.
- You need equipment repair (repair service is free).
- You would like your reading preferences, authors, or series adjusted.
- You received a damaged book or cartridge.
- You would like to request specific titles. We accept up to 12 requests by phone and ask that you mail or email lists that are longer. When making requests, please ensure to include your name, address, and phone number.
- You would like to change the type of service or book format you are receiving (e.g., you would like to add or remove large print or braille, or add Braille and Audio Reading Download [BARD]).

Books On Demand (BOD) tip sheet — digital audiobooks and eBraille

- Digital audiobooks and eBraille books are downloaded onto a physical cartridge for use in an NLS digital player or eReader. When you first become a patron and are signed up for BOD, you may have two cartridges out at a time. Multiple books (generally eight) will be sent on a single cartridge.
- There is no set loan period. However, as you finish each cartridge, you should return it so that it can be refilled with new books and returned to you. If all cartridges are in your possession, no new ones can be sent.
- You can have multiple titles from the same series on one cartridge.
- The digital player or eReader is loaned to you for as long as you are actively using our services. Keep the box that your device comes in. Use this box and the return mailing label to return your device as needed no postage required.
- When you send us book requests, they always go to the top of your service queue. This means that newly requested books will be first, followed by older requests.
- When you return a cartridge, the books on it are erased. You can always request the same book(s) again.
- Cartridges and the cases they come in are interchangeable. You may also receive cases or cartridges of varying color. This is not important.

- If you are an avid reader and would like more than the originally allotted two cartridges, please contact us at 1-888-388-2460 or ncabls@dncr.nc.gov. You may also request more than eight books per cartridge (with a maximum of 20, though book length will dictate how many books will fit on a cartridge).
- You must borrow at least one book or magazine per year in order to remain an active patron.

How to request books

You can request books in the following ways:

- Call the library at 1-888-388-2460.
- Email the library at ncabls@dncr.nc.gov.
- Mail requests to the library at SLNC-ABLS, 1841 Capital Blvd., Raleigh, NC 27635.
- Use the Online Public Access Catalog (OPAC) at ncabls.klas.com.
- Use the Talking Book Topics order form.

See the BOOKS section of this handbook for more detailed information.

GENERAL INFORMATION

What is the State Library of North Carolina Accessible Books and Library Services (SLNC-ABLS)?

SLNC-ABLS) is a special public library that circulates books and magazines especially made for persons who cannot use regular printed material because of a visual, physical, or reading disability.

The library is located in Raleigh but mails materials throughout the state. SLNC-ABLS is a state agency operated by the State Library of North Carolina as a part of the Department of Natural and Cultural Resources. It is also a part of the network of regional libraries operated by the Library of Congress National Library Service for the Blind and Print Disabled (NLS).

What does SLNC-ABLS offer?

SLNC-ABLS loans books and magazines in large print, braille, and on digital cartridge, descriptive videos on DVD, and a library newsletter, *Tar Heel Talk* (published quarterly).



The books and magazines are like those you would find in your local public library. They are available for both children and adults. SLNC-ABLS loans specially designed digital players for the digital books, and accessories such as remote controls and breath switches are available to those who need them. SLNC-ABLS repairs, at no cost, the machines loaned to patrons.

Does SLNC-ABLS offer music?

Music for listening is not available, but music instructional materials and scores can be obtained directly from NLS. We can supply a brochure about this music service upon request.

Does SLNC-ABLS have books in other languages?

NLS acquires audio and braille titles in many international languages from various domestic and international producers, as well as from cooperating agencies around the world that serve people who cannot read standard print, primarily through the Marrakesh Treaty. Implemented in 2020, the Marrakesh Treaty provides for the exchange of accessible-format books across international borders by organizations that serve people who are blind, visually impaired, and print disabled.

What does it cost to use the service?

The service is free. There is no cost for using the materials or equipment, and no postage is required to return library materials.

Do I have to pay postage on books, magazines, or equipment mailed to and from SLNC-ABLS?

No. Materials sent to and from the library are considered Free Matter for the Blind. The Free Matter status is a mailing privilege allowed by the United States Postal Service, and certain regulations must be observed. Anything that is in braille or large type (14-point typeface, such as you see here), recordings specifically for the blind and/or print disabled, or adaptive equipment as defined by the Domestic Mail Manual qualify to be mailed as Free Matter as long as certain conditions are met. These include the following:

- The matter must be unsealed so that it may be opened for postal inspection.
- The matter contains no advertising.

- The matter must be for the use of the blind or other persons who cannot use or read conventionally printed material because of a physical impairment, and who are certified by a competent authority as unable to read normal reading material.
- The matter must be typed in 14-point print or larger. Handwritten letters, regardless of print size, do not qualify.
- The words "Free Matter for the Blind" must show in the upper right-hand corner of the address side of the envelope/package.

All of our books, magazines, equipment boxes/mailing labels, and documents/order forms needing to be returned to SLNC-ABLS comply with these regulations.

For added convenience, USPS will pick up mail and/or packages directly from your home, free of charge. Schedule online by going to <u>https://www.usps.com</u> > Quick Tools > Schedule a Pickup.

EQUIPMENT

What type of equipment is loaned by SLNC-ABLS?

SLNC-ABLS may loan one digital player to each registered patron. Accessories are also available. The most common current machines and available accessories are described below:

Digital players

Digital players are sent to patrons as they are requested and become available. There are standard digital players (DS1) and advanced digital players (DA1). Each player comes with instructions explaining how to use the player. Pressing each button while the player is empty will identify and explain what each button does.

When you receive your digital player, it will have a maximum charge of eight hours or more. Try to charge your player some each day or overnight. If you are listening to a cartridge and can keep it plugged in, that may help keep it charged. After charging your player about three times, it should start holding a longer charge. We will replace your player only if it holds a charge less than eight hours.

These are the basic controls of the DS1 player: The rewind, play, and fast forward controls are centered on the front of the player near the bottom edge. The square green **play/stop** button starts and stops the book. The white triangular



rewind and **fast forward** buttons to the left and right of the **play/stop** button allow you to move through the book more quickly the more times they are pressed. Each key gives audio feedback regarding how far ahead or back you are moving.

Just above the navigation controls are the **power**, **sleep**, and **volume** buttons. The red **power** button is on the left. The white, crescent-shaped **sleep** button is in the center; when pressed, this button will turn the player off 15, 30, 45, or 60 minutes after it is pressed (press the button once to have the player turn off after 15 minutes, twice for 30 minutes, and so on). The yellow, arrow-shaped **volume** buttons are on the right.



Figure 1-1. Standard Player (DS1)

DA1 is the same size as the DS1 but has another row of controls between the power, sleep, and volume controls and the speaker. The advanced controls are for setting and retrieving bookmarks and for navigating through the book.



Figure 1-2. Additional Controls on the Advanced Model (DA1)

The **bookshelf feature**, available on both players, allows you to move from book to book on your cartridge; you do not have to listen to books in sequence. Since cartridges can hold more than one book, you will need to select the book you wish to listen to from those available on the cartridge. To select a book, press and hold the play/stop button until you hear a beep. Then press the fast forward/rewind buttons until you hear the title of the book you wish to listen to. Then press the play/stop button to select that book.

NLS has a high-volume player for patrons with profound hearing loss. A separate application, to be signed by an audiologist, is required. Please call the library at 1-888-388-2460 for more information.



Accessories

Remote control

- For persons confined to bed or with limited mobility.
- Controls all functions except for turning the equipment on and off.

Breath switch

- For persons with little or no use of their extremities.
- Must be used with remote control.
- Ordered by SLNC-ABLS from NLS.

Pillow speakers

- Only available for persons who are confined to bed.
- Placed under the reader's pillow and normally heard only by the reader.

Standard headphones

- Issued to readers who have impaired hearing.
- Blocks out noise for those with moderate hearing loss.

eReaders

Braille eReaders are available for patrons who wish to borrow one. You do not need to be receiving braille from us to check out an eReader. Each eReader comes with a getting started guide and instructional manual; sample eBraille cartridge with 20 preselected books; carrying case and lanyard; cartridge connector cord; and power cord and adapter.

What do I do if the player doesn't work properly?

If you have any problems operating your player, please call the library at 1-888-388-2460. Be sure to have the machine with you when you call.

If repairs are necessary, the machine can be returned to the library free of charge using the original mailing container and the Free Matter mailing label that came with it. If necessary, you may obtain another Free Matter label or box by calling the library. There is no cost for the phone calls or the machine repair.

How long may I borrow the equipment?

The equipment is the property of NLS. It is provided on extended loan to our registered patrons. You may keep the equipment as long as you meet the eligibility requirements and **borrow at least one book per year from our library**.

How do I clean and care for the equipment?

Use a moistened (not dripping) cloth with a mild detergent. Wipe the outside casing only. Do not apply cleaning, lubricating, or bug-killing sprays to the equipment, as they may damage the player.

Recommendations for patrons who have SLNC-ABLS equipment

- Open the equipment container upon receipt. Read and/or listen to the instructions carefully. Save the return label and instructions (printed and/or recorded). Store the box in a dry place so that it can be used for returning the equipment, if needed.
- Take reasonable care of the equipment. Keep it clean. Continued patron abuse of equipment will result in suspension of service.
- Plug in the machine. Be sure the electrical outlet and your extension cord (if using one) are working properly.
- If the equipment malfunctions, call SLNC-ABLS. DO NOT attempt to service the machine yourself.
- Do not exchange equipment with other users.
- Respond promptly to correspondence, surveys, and questions regarding equipment from SLNC-ABLS.
- Stolen or fire-damaged equipment must be reported to SLNC-ABLS, and a police or fire report must be submitted.
- Notify SLNC-ABLS if you wish to discontinue service. At that time, the machine must be returned to SLNC-ABLS.
- Always call SLNC-ABLS prior to returning malfunctioning equipment. Another machine can be sent out while yours is being returned.

BARD AND DOWNLOADABLE BRAILLE

Braille and Audio Reading Download (BARD)

BARD allows you to download books and magazines onto your computer or personal device, or onto a flash drive to then play on the library's digital player or other compatible device. The free BARD Mobile App works on iPhone, iPad, iPod, tablet, android phones/devices, and Amazon Kindle Fire and can be downloaded from the Apple App Store, Google Play, and Amazon Kindle Fire Store.

If you selected BARD as a service type when applying to our library, check your email (the address you entered on the application), and follow the instructions to set up your BARD account. If you did not select BARD as a service type but would like access, call the library at 1-888-388-2460. Once you've completed setting up your account, you can search and download content from the NLS's online catalog at <u>https://nlsbard.loc.gov</u>.

To download BARD books to use with the NLS digital player, you will need: a computer; an email address; high-speed internet access; knowledge of how to zip/unzip computer files; and a thumb or flash drive or an NLS-compatible cartridge and USB cable.

Downloadable braille

Braille is available to download from the BARD site. Many braille books, some music scores, and all braille magazines produced by NLS are available for download if you have a braille embosser or a refreshable braille display.

BOOKS

How long can I keep books?

There is no loan period for digital cartridges. However, as you finish each cartridge, you should return it so that it can be refilled with new books and returned to you. If all cartridges are in your possession, no new ones can be sent.

The loan period for large type and braille books is six weeks. A complete copy of the loan policy is included in the *LOAN POLICY: INDIVIDUAL SERVICE* section of this handbook.

How do I return books?

All SLNC-ABLS materials are mailed in containers or bags with slots in which a 3" x 5" card has been placed. Your address is on one side of the card, and the library's address is on the other. To return items, remove the card from the slot and flip it over. To ensure the library's address is showing, check the card. On some cards, one corner has been clipped. When this clipped corner is at the upper left side, the library's address is showing. Reinsert the card into the slot and place it in the mailbox.

Should I send books back one at a time or all at once?

Books and book cartridges should be mailed back to the library one at a time, within the loan period, as you finish reading them. SLNC-ABLS mails physical books to you on a one-for-one replacement basis. By sending books back to the library as you finish them, you create a circular flow of books to and from the library rather than sending materials in large amounts and having long waiting periods between mailings.

How can I make book selections?

Books can be requested in several ways:

- 1. Call the library at 1-888-388-2460. You can ask for specific titles, books on a particular subject, or books by a certain author.
- 2. Email the library at ncabls@dncr.nc.gov.
- 3. Mail requests to SLNC-ABLS, 1841 Capital Blvd., Raleigh, NC 27635.
- 4. Use the Online Public Access Catalog (OPAC) at <u>https://ncabls.klas.com</u>. Anyone can search the catalog, but patrons must have a username and password to request books. Contact the library (1-888-388-2460 or ncabls@dncr.nc.gov) to receive access.
- 5. Talking Book Topics (see below).
- 6. Braille Book Review (see below).

Talking Book Topics

If you applied to receive digital talking books and magazines on cartridge, you will be signed up to receive *Talking Book Topics* (TBT), our bimonthly catalog of the newest audio books. You will receive a cartridge and an order form, on which you can select the book number(s) of the book(s) you want to receive. Simply drop the order form back in the mail – no postage necessary. You can also call or email us with the book number(s).

If you are not subscribed to TBT, you can still view the latest titles and descriptions online at <u>https://www.loc.gov/nls/new-materials/talking-book-topics</u>. Listen to the catalog by landline or mobile device by subscribing to the National Federation of the Blind's Newsline. Call the NFB at 866-504-7300 or our library at 1-888-388-2460 to sign up.

If at any time you no longer wish to receive *Talking Book Topics*, contact the library (1-888-388-2460 or ncabls@dncr.nc.gov).

Braille Book Review

If you signed up to receive braille materials, you will receive the *Braille Book Review*, which contains the newest titles in the SLNC-ABLS collection. You can select the book number(s) of the book(s) you want to receive, then drop the review in the mail – no postage necessary.

How can the library help me make book selections?

The options you selected on your application determine the level of SLNC-ABLS assistance you will receive in making book selections. See below for details. If you wish to change your service at any time, contact the library, and the necessary adjustments will be made.

If you selected the option stating that you do NOT want books selected for you:

- You will not receive books unless you specifically request them.
- Even if you selected subject preferences on your application, you will not receive books without contacting us or reserving books using our online catalog (OPAC).
- The exception to this is if you provide us with a list of preferred authors. The computer will use this information to add books by these authors only.

If you selected the option stating that you wish to have books selected for you in addition to your own requests:

• You will be set up to receive books chosen by the computer, which uses any provided subject preferences and/or authors to select books for you. These selections will be in addition to any book requests that you make.

• If you have very specific needs or wish to have a Reader Advisor (as opposed to a computer) select books for you, let us know, and we will modify your account.

How can I ensure I receive books I'm interested in?

Whether your books are being selected by a computer or Reader Advisor, it's important that you let us know what types of books (e.g., adventure, mysteries, romance) you prefer and your favorite authors so that we can make appropriate selections for you. You may even provide subjects and authors you'd like to exclude. Please fill out and return the SLNC-ABLS Reader's Interest Form in the back of this packet if you wish to add more reading interests. As always, you may also call or email the library.

How long will it take for me to get new books?

The time will vary depending on your service type. If the computer is selecting your books, the computer reviews your account nightly, checking for returned cartridges or books and making book selections that will be mailed within a day or two.

If a Reader Advisor is helping to select your books, when a cartridge or book is returned, you will be entered on a list of patrons that require service by a Reader Advisor. The Reader Advisor will first check to see if you have requests on file. If a requested title is available, that title will be sent to you. If it is not available, a Reader Advisor will choose another book based on your expressed interests. The next cartridge or book will be shipped within two working days. Keep in mind that it will probably take several more days for the post office to deliver your books.

Books and cartridges are sent on a one-for-one replacement basis, meaning a new book or cartridge will be sent every time one is returned. This way, you should always have reading materials on hand.

What do I do if I am not receiving materials that you send?

Check with your local post office. They may be holding the materials there. If not, call us and verify that we have your correct address.

When requesting books, what do the letters and numbers mean?

Our books are coded and numbered to convey format and location. The letters indicate format, and the numbers tell us where the book is located in our warehouse. All of our books are stored in numerical order.



The letter codes are explained below:

- DB = Digital book cartridge produced by NLS.
- LT = Large type materials purchased by SLNC-ABLS.
- BR = Braille materials produced by NLS.
- BRA = Hand copied braille (limited copies available) available by request to patrons through interlibrary loan.
- BRC = Braille materials produced at SLNC-ABLS or another library in the network.
- BRG = Braille materials acquired by NLS from other countries.
- BRX = Braille materials not provided by NLS. These include locally purchased, donated, and volunteer-produced braille.
- DBF and DBG = Digital audio books acquired by NLS from other countries.
- DBX = Digital book produced at SLNC-ABLS.
- DBC = Digital book produced at SLNC-ABLS or another library in the network that is also available for download on BARD.

What can I do if I do not like the books I am receiving?

There are several things you can do.

- 1. **Send more requests.** You are the best judge of the things you like to read. The more requests you send, the more likely it is that we can fill that request and send you something you truly want. Don't forget to include your name *and* address on your request forms, letters, and correspondence. We have many patrons with the same names; the only way to distinguish between them is by address.
 - Email requests to ncabls@dncr.nc.gov.
 - Mail requests to 1841 Capital Blvd., Raleigh, NC 27635. Do not send requests to Data Management in Florida or NLS in Washington, D.C.; they will simply forward the information to our library.
 - Call the library at 1-888-388-2460 and ask for a Reader Advisor. Every patron has a computer file containing their reading preferences and interests, which are represented by subject codes. Every time a Reader Advisor sends a book, they reference this information. If you do not wish to receive books with descriptions of sex, violence, or strong language, an exclusion code can be added to your file (please note that some

commercially produced books may include strong language, violence, or descriptions of sex without our knowledge). Any subject code can also be used as an exclusion. For example, if you are tired of reading biographies, we can change that preference to an exclusion instead. When you are ready to begin receiving biographies again, just let us know, and we will update your file. No change is permanent. Keep in mind that if you request a specific book, it will be sent to you regardless of your stated preferences or exclusions.

2. Search the online catalog (OPAC) at <u>https://ncabls.klas.com</u>. If you wish to place requests via OPAC, you will need a username and password. Call us at 1-888-388-2460 to receive these credentials.

Keep in contact with us. Unless we are aware that you do not like the books you receive, we assume that you are satisfied.

What can I do if a book I really need/want is not available?

There are several options available to you.

- Reserves: If a physical book you want is in the SLNC-ABLS collection but no copies are available, ask for the book to be placed on reserve for you. Doing this will place you on a special waiting list to automatically receive the book as copies are returned. It works just as reserves work at your local public library — the first person on the list gets the first available copy. Audiobooks that are still in production may appear in our collection even though they are not yet available. These can also be reserved, and once they become available, they'll automatically be added to your service queue.
- 2. **Interlibrary loan (braille only):** If a physical braille book you need is in the SLNC-ABLS collection but no copies are available, and you have an urgent need for the book, ask a Reader Advisor for an interlibrary loan. SLNC-ABLS can request one of those copies be sent to you from another source if needed.
- Braille on Demand: You can request up to five books a month in hardcopy braille to keep indefinitely for your personal use as long as the title is available on BARD. NLS will send the book directly to you. To request a book, fill out the online form at <u>https://www.surveymonkey.com/r/NLSbrailleondemand</u>.
- 4. **NLS collection request:** For books and magazines published in the past five years, patrons can submit an NLS request form online by going to

https://www.loc.gov/nls/who-we-are/guidelines-and-specifications/collectionbuilding-policy/ and clicking on Book Recommendation form. For books of any publication date, SLNC-ABLS staff can submit recommendations. Recommendations are reviewed for possible addition to the collection by the NLS Collection Development team.

How can I change the format I read or add a new format?

Simply call SLNC-ABLS. We can work with you to make any service adjustments so that you get the types of materials you want.

What do I do if I receive incomplete or damaged materials?

If you receive a damaged or incomplete cartridge — this includes books that say "end of book" or "cartridge error" when you first insert the book — remove the cartridge from the machine. **Place a string or rubber band around the damaged cartridge** and place it in the mailing container. Write "damaged" on the return side of the mailing card. This will notify us that there is a damaged cartridge inside the container, and we will remove it from your account. (**Please DO NOT place a rubber band, twist tie, or string on the outside of the container**. These will jam in USPS equipment.) If you need another cartridge, please call us and let us know. We will send you another cartridge in place of the damaged one.

MAGAZINES AND MOVIES

Which magazine titles do you offer?

We have a wide variety of magazines for all interests and age groups in digital, large print and braille. The number of magazines and the specific titles offered may change depending on the publishers and whether they change the availability of a magazine. A list of magazine titles is included at the end of this packet. You may also call the library and request a list at any time.

How long can I keep magazines?

Magazines should be returned promptly after reading. Digital magazines will come on a cartridge separate from digital books as issues become available. Patrons are allowed two magazine cartridges at a time, with a maximum of eight magazines per cartridge. As with digital books, if all cartridges are in your possession, no new ones can be sent. Return each cartridge as you finish reading.

Where do I return magazines?

Talking Book Topics comes in a red case directly from the publisher and should be returned promptly to the publisher. SLNC-ABLS handles all other digital magazines (large print and braille may be treated differently). When you are finished reading, simply drop the items in the mail.

What is the Descriptive Video Service (DVS) and how do I get it?

We have descriptive videos on DVD that play in any DVD player. The videos have a special soundtrack that describes the visual elements of the movie. Active patrons may join the DVS club by filling out the form included in this packet or by calling the library to request a membership form. DVDs should be returned within three weeks.

VOLUNTEER SERVICES

Does the library use volunteers?

Yes. SLNC-ABLS has a very active volunteer recording, braille, and administrative support program. The recording program is centered in Raleigh because this is where the recording booths are located. Volunteers in the Raleigh area can participate in the recording program where they receive special voice and technical training to record local materials. Many volunteers across the state also work with SLNC-ABLS to get certified as a braillist with NLS. Once certified, they braille local materials for patrons. If you are interested in becoming a volunteer, contact SLNC-ABLS and ask for the volunteer coordinator.

The library also partners with a special membership organization called the Friends of the North Carolina Accessible Books and Library Services (FNCABLS). The Friends work to promote and support the library's services using tax-deductible membership dues, donations, memorials, and bequests. The Friends have sponsored volunteer recognition events, participated in the White House Conference on Library and Information Services, developed a radio public service announcement, and more to help others know and appreciate SLNC-ABLS. A brochure/application has been included in your new patron packet in case you are interested in joining the Friends.



Does the library accept monetary donations?

Yes. The library accepts donations, memorials, and bequests. If you would like to make a contribution directly to the library, please send a check to SLNC-ABLS, 1841 Capital Blvd., Raleigh, NC 27635.

FNCABLS also accepts contributions. If you are interested in making a contribution, please send a check to FNCABLS, 1841 Capital Blvd., Raleigh, NC 27635. Contributions are tax deductible.

LOAN POLICY: INDIVIDUAL SERVICE

Minimum and maximum number of books to be loaned

A minimum and maximum number of books in each format (braille, digital cartridge, and large print) to be sent to the borrower at one time is determined by the library based on the borrower's reading record and as desired by the borrower. The library reserves the right to limit readers' maximum number of books to ensure adequate service and collection availability for all patrons.

The library may lower a borrower's maximum number of books if books are not returned on time. Once a borrower reaches their maximum number of books, no additional books will be sent until books are returned. Borrowers should call the library to adjust their minimum and maximum number of books to meet their individual reading needs. Unless otherwise requested by the borrower, for each book returned in each format, a replacement book will be sent to the borrower.

Damaged items

Borrowers are urged to return each container with its original contents. Damaged items should be marked or reported to the library prior to returning the item. To mark a damaged cartridge, place a rubber band or string around the cartridge, and place it back in its case. Damaged braille or large print books should be reported to the library prior to returning the book. Patrons should call the library at 1-888-388-2460 if they need a replacement copy for a damaged book. If items are repeatedly returned to the library damaged, a patron may lose their borrowing privileges.

Suspension of service

Borrowers who violate our policies or verbally abuse library staff may be suspended by the library. In the event of suspension, the following steps will be taken:

- 1. The library will first discuss the problem noted with the patron, then a warning letter summarizing the problem will be sent to the patron.
- 2. If service abuse recurs, a second written communication will be sent to the patron citing the earlier warning letter, listing examples of subsequent abuse, giving the patron an opportunity to reply by a certain date, and then suspending the service for a stated period (up to six months). A specific date for eligible resumption of service will be included in the letter.
- Once notified of service suspension, it will be the borrower's responsibility to contact the library for resumption of service on or after the date specified in the suspension notice. Any further recurrences related to the documented abuse will result in another suspension of service.

Additional information

- No fines for overdue books will be levied; however, borrowers are urged to observe the six-week loan period for large type and braille so books can be available for other readers.
- Borrowers may not lend library books, magazines, or equipment to other persons. The borrower will ensure that books, magazines, and equipment being returned to the library by Free Matter are delivered into the hands of the United States Postal Service by being placed in a mailbox or delivered to the post office. No postage is needed to return any library materials or equipment. All preprinted library mailing cards and labels used to return materials are marked Free Matter for the Blind to allow free mailing.
- Any questions regarding library service or policies may be answered by calling the library at 1-888-388-2460. This loan policy has been approved by NLS in Washington, D.C.

COMMONLY REQUESTED RESOURCES

We frequently receive questions about other resources available to people with print disabilities. The following list includes addresses and information for our most common referrals:

1. Division of Services for the Blind (DSB)

Physical address: 309 Ashe Avenue - Fisher Building, Raleigh, NC 27699-2601
Mailing address: 2601 Mail Service Center, Raleigh, NC 27699-2601
Telephone:
Rehabilitation Programs: (919) 733-5897 or (800) 846-5860
Independent Living Services: (919) 733-9744

Information on Aids and Appliances: (919) 715-0249

Website: https://www.ncdhhs.gov/divisions/services-blind

These programs help people who are blind learn how to adjust so that they can lead full, productive lives.

2. Governor Morehead School (GMS) for the Blind

Physical address: 301 Ashe Avenue, Raleigh, NC 27606 Telephone: (919) 733-6382 Website: <u>www.governormorehead.net</u>

Contact GMS for information related to educational programs for those who are blind.

 Division of Services for the Deaf and the Hard of Hearing (DSDHH) Physical address: Woodoak Bldg GL-3, 1100 Navaho Drive, Raleigh, NC 27609 Telephone: (919) 874-2212 (voice/TTY); (800) 851-6099 (toll-free voice/TTY).

Website: <u>https://www.ncdhhs.gov/divisions/services-deaf-and-hard-hearing-dsdhh</u>

Contact this division for information about services for the deaf.

4. North Carolina Radio Reading Service (RRS)

Physical address: 211 East Six Forks Road, Suite 103, Raleigh, NC 27609 Telephone: (919) 832-5138

Email: info@ncreadingservice.org Website: <u>https://www.ncreadingservice.org</u>

These are radio stations which have volunteers read local newspaper selections, magazines, stories, recipes, etc. A special receiver is given to RRS patrons to receive the broadcasts. There is no cost for the service, but donations are accepted and appreciated.

5. NCDHHS Customer Service Center

Telephone: 1-800-662-7030 **Website:** https://www.ncdhhs.gov/contact/hotlines

DHHS Customer Service Center is a clearinghouse for information about available services for people with disabilities. In some cases, they can forward your call to the appropriate agency.

6. North Carolina Assistive Technology Program (NCATP)

Physical address: Mail Service Center, Raleigh, NC 27699 Telephone: (919) 855-3500 Website: <u>https://www.ncdhhs.gov/divisions/vocational-rehabilitation-</u> services/north-carolina-assistive-technology-program

NCATP provides information on technology, aids, and appliances for the visually impaired.

7. Learning Ally (formerly Recordings for the Blind and Dyslexic)

Physical address: 20 Roszel Rd, Princeton, NJ 08540 Telephone: 1-866-732-3585 (Member Services) or 1-800-221-4792 Website: <u>www.learningally.org</u>

Learning Ally provides textbooks in special formats.

8. American Printing House for the Blind (APH)

Physical address: 1839 Frankfort Ave.; PO Box 6085; Louisville, KY 40206-0085 Telephone: (502) 895-2405; 1-800-223-1839 (toll free) Website: https://www.aph.org APH offers specially formatted textbooks and has central catalogs of books in special formats. APH also offers a wide range of products from braille paper to games.

9. Currency Readers — Bureau of Engraving and Printing

Telephone: 1-844-815-9388

If you are interested in a free currency reader, you must fill out an application. Call the number above to request an application, or download the application directly from <u>https://www.bep.gov/media/1371/download?inline</u>. If you are a patron of the library, the application does not need to be certified.

OVERALL REMINDERS

- You must borrow at least one book or magazine per year to remain an active patron.
- Put your name and address on all correspondence with us.
- Send all correspondence to SLNC-ABLS in Raleigh. Do not send materials to Data Management in Florida or to NLS in Washington, D.C. unless specifically asked to do so.
- Notify the library of address changes at least six weeks in advance to avoid delays in service.
- Return braille and large type books within six weeks.
- Return DVDs within three weeks.
- Digital books and magazines have no set loan period, but you must return a cartridge to have it reloaded with new material.
- Return your equipment and materials if you no longer wish to receive service.
- Always notify SLNC-ABLS of the reason you are returning equipment.
- Please call SLNC-ABLS if you have any questions regarding your service or if you need to make changes in service.
- Keep the original packaging in which your digital talking book player or braille eReader arrives. You will need it to return equipment in the event it needs repair.

QUESTIONS? CALL: 1-888-388-2460



Revised 11/6/2024

PATRON HANDBOOK

SLNC ACCESSIBLE BOOKS & LIBRARY SERVICES

1841 Capital Blvd., Raleigh, NC 27635

Toll-free: 1-888-388-2460 | Fax: 984-236-1199 | ncabls@dncr.nc.gov

READER'S INTEREST FORM

Patron name:	Phone:
Address:	Date of birth:
or return this form to NCABLS. Ma Please check all that apply.	eceive, please call the library at 1-888-388-2460 ark the categories of books you enjoy.
 Adventure African American interest Fiction Nonfiction History (fiction and nonfiction) Aging/retirement Amish/Mennonite interest Animal stories Fiction Nonfiction Arts Music/dance Painting/scuence Asian American and Pacific Islaminterest Bestseller Fiction Nonfiction The Bible and Bible study Biography Actors Disabilities Fine arts Historical Literary Musicians Politicians Religious Scientists Sports North Carolina Notable wor Police, lawyers, and defendar Presidents and first ladies 	Classics Computers and technology Cooking/homemaking Diabetic cookbooks Recipe books Vorkshop, household repairs, tools Ner Current events Disabilities Fiction Hearing Learning Physical Visual Drama (plays) Dystopian fiction Eastern religious interest Education Family sagas Family stories men Fantasy

READER'S INTEREST FORM | 1

□Health/medicine		Historical	Legal
	Diabetes	□ Medical	
□ Cancer	Glaucoma	Southern	
🗆 Macular degen	eration	Mythology	
Psychology		Native American	interest
Hispanic interest		Nature	
Historical fiction		□New England int	erest
History (nonfictio	n)	North Carolina	
United States	Ancient world	Occult	
Modern world	Asia	Fiction	Nonfiction
🗆 Europe	Africa	🗆 Paranormal	
☐ Middle East	□ North America	\Box UFOs and ext	raterrestrials
🗆 Australia, Ocea	ania, polar caps	Oprah book club	
\Box Central and Sc	outh America	Personal finance	;
Hobbies and craf	ts	Poetry	
□Holidays		Political fiction	
□ Christmas	🗆 Hanukkah	□Politics and gove	ernment
🗆 Halloween	□Jewish		Liberal
Thanksgiving		Philosophy	
Horror		Pioneer stories	
Humor		□Psychological fic	tion
\Box Irish interest		Religion (scholar	ly, nonfiction)
□ Islamic interest		□ Religious fiction	
☐ Jewish interest		Religious inspira	tion
Journalism		Roman Catholic	interest
\Box Knitting and need	llework	Romance	
The law and lega	l rights	Christian	Harlequin
LGBTQ+ interest		Historical	Lords and ladies
🗆 Gay	Gender nonbinary	Old favorites	□ Spicy
Lesbian	Transgender	U Western	
Literature		Satire	
🗌 American	British	\Box Sea stories	
Foreign			anuals, sexual health
\Box Magic tricks and	0		
	and relationships	∐ Archaeology a	nd anthropology
_(nonfiction)		Astronomy	Aviation
∐Men's interest		🗌 Biology	└ Chemistry
☐ Mormon interest		Environment a	
∐Mysteries	_	└ Geology	Mathematics
American	British		Physics
	└┘Cozy	Space explora	
☐ Female detecti	ve	Weather	∐ Zoology

 Science fiction Short pieces (nonfiction) Short stories (fiction) Sociology 	Notes about your reading interests:
□Southern fiction	
Southern nonfiction	
Baseball Basketball Boxing Football Golf Hockey Hunting/fishing Nascar/racing Outdoor sports and recreation Soccer Wrestling Spy stories Substance abuse Fiction Nonfiction	Favorite authors:
Time travel	
Urban fiction	Disconde NOT could use headly that
War Fictional Afghanistan Civil War Iraq Korean Vietnam World War I World War II Westerns Women's interest	Please do NOT send me books that contain the following (select all that apply): Strong language Violence Explicit descriptions of sex
	I would like to receive books in these
	age categories (select all that apply):
	 ☐ Adult ☐ Young adult ☐ Juvenile
	Revised 5/8/2024

SLNC ACCESSIBLE BOOKS & LIBRARY SERVICES

1841 Capital Blvd., Raleigh, NC 27635 Toll-free: 1-888-388-2460 | Fax: 984-236-1199 | ncabls@dncr.nc.gov

MAGAZINES AVAILABLE ON AUDIO

Patron name:	 Phone:
Address:	 Date of birth:

- Magazine offerings and frequency are subject to change. Magazines have varying publication and recording timetables, so not all magazines will be available at the same time.
- SLNC-ABLS handles all but *Talking Book Topics*, which comes in a red case directly from the publisher and should be returned to the publisher promptly. All other digital magazines come on a cartridge separate from digital books as issues become available (only the most recent issue of any magazine will be sent; back issues can be downloaded on BARD or requested by contacting the library). There is no set loan period, but magazines should be returned promptly after reading. Patrons are allowed two magazine cartridges at a time, with a maximum of eight magazines per cartridge. If both cartridges are in your possession, no new ones can be sent. Return each cartridge as you finish reading.
- When you are finished reading, simply drop the case with cartridge in the mail.
- If you are signed up for large type or braille service only, you may still receive magazines on audio. You will need a digital player, which the library will send to you. Alternatively, many magazines can be downloaded on BARD. If you did not sign up for BARD when you applied but would like access, call or email the library (contact info is at the top of this page).
- Fill out this form, checking all magazines you wish to subscribe to, then return the form to our library. You may also call us to request subscriptions be added to — or removed from — your account at any time.

- □ AARP The Magazine (B), AARP Bulletin (10/yr): News and short articles from AARP. (Bundled as a single subscription.) (AAP4)
- American Indian (Q): Featuring Native American art and culture, this magazine engages its readers with diverse articles about the histories of American Indian nations and the contemporary challenges facing Native peoples across the Western Hemisphere. (AMI4)
- Analog Science Fiction and Fact (B): Stories, poems, and articles with science-fiction themes; science-fact articles, editorials, book reviews, and more. (ANA4)
- □ Asimov's Science Fiction (B): Short stories, novelettes, and features with fantasy and science-fiction themes. (IAM4)
- □ The Atlantic (10/yr): Articles on politics and current issues; fiction by contemporary American writers. (AMO4)
- Audubon (Q): Appreciation, understanding, and preservation of the natural world, particularly birds and their habitats. (AUD4)
- □ **Baseball Digest** (B): Keeps subscribers up to date with current action while infusing the rich history of the game in each issue. (BAS4)
- Best Friends (B): The official publication of Best Friends Animal Society, a national nonprofit membership organization dedicated to saving the lives of homeless pets, containing stories and tales of rescue. (BFF4)
- Bon Appétit (10/yr): Articles on cooking, entertainment, and travel; recipes from well-known restaurants. (EAT4)
- Bookmarks (B): Summaries of hundreds of opinions from every major newspaper and magazine for a comprehensive look at 50 new fiction, nonfiction, and children's books, all designed to give the reader the information needed to make the best reading choices. (BKM4)
- □ Carolina Country (M): Articles on conservation, travel, cooking, hobbies, book reviews, history, farming, and other items of interest in North Carolina. (CCM4)
- Catnip (M): The quintessential magazine for cat lovers; monthly report of the latest news and information on an array of topics, with a focus on diet and nutrition, and health and behavior. From Tufts University Cummings School of Veterinary Medicine. (CNP4)
- Consumer Reports (M): In-depth articles that rate consumer products tested for quality, durability, and safety; general-interest topics such as health and money management. (CRP4)

- Consumer Reports: On Health (M): Expert reviews and ratings for health, fitness, and food products from Consumer Reports, and the latest on drugs, hospital safety, and more. (CRH4)
- □ Contemporary Soundtrack: A Review of Pop, Jazz, Rock, and Country (B): A sampler of articles from national magazines. (XST4)
- □ Cooking Light (Q): Quick and healthy recipes, nutrition tips, entertaining menus, and fitness guides to help all make smart choices for a healthy lifestyle. (CKG4)
- Discover (B): Science news and articles exploring current events and future views on topics such as technology, space, the environment, health, and medicine. (DIS4)
- **Essence** (B): Lifestyle magazine covering fashion, beauty, entertainment, and culture, written for African American women. (ESS4)
- □ The Economist (W): Insights and opinion on international news, politics, business, finance, science and technology, and the arts. (ECO4)
- □ Ellery Queen's Mystery Magazine (B): Mystery and crime short stories by top writers and by new, previously unpublished writers. (EQM4)
- □ **FIYAH** (Q): Speculative fiction magazine that features stories by and about Black people of the African Diaspora. (FIY4)
- □ Foreign Affairs (B): Analysis of issues by statesmen, diplomats, and scholars, and trends in international politics, law, and economics. (FAF4)
- Golf Digest (M): Authority on how to play, what to play, and where to play golf. (GLF4)
- □ Good Housekeeping (B): Articles on family and home management, with features on food and decorating. (GHK4)
- Grit (B): Helpful features, humorous and inspiring articles, captivating photos, gardening and cooking advice, do-it-yourself projects, and the practical reader advice you would expect to find in America's premier rural lifestyle magazine. (CAP4)
- □ **Guideposts** (B): Personal, heartwarming stories and faith-affirming articles that show anything is possible with hope, faith, and prayer. (GUI4)
- □ Harper's Bazaar (M): Fashion magazine with features on cosmetics, lifestyle, events, celebrities, travel, and relationships. (BAZ4)
- Harvard Men's Health Watch (M): Timely information in the new age of men's health and medicine. (HMH4)

- Harvard Women's Health Watch (M): Timely information in the new age of women's health and medicine. (HWH4)
- Health and Nutrition Newsletters (M): Selections on medical conditions of special interest to older adults, nutritional information, and ways to maintain good health. (HNN4)
- □ Horticulture (B): Gardening trends, products, and projects for amateur gardeners. (HOR4)
- □ Humpty Dumpty (B): Stories, cartoons, puzzles, games, recipes, and crafts for kids ages 3-5 who are learning to read independently. (HDM4)
- □ International Living (M): Provides a scope and depth of information about global travel, living, retiring, investing, and real estate. (ILM4)
- □ Jack and Jill (B): Exciting stories, educational articles, and creative activities published for children ages 6-12. (JAC4)
- □ **Kiplinger Personal Finance** (M): General-interest articles on managing finances, including taxes, investment options, real estate, insurance, and retirement planning. (KPF4)
- Kiplinger Retirement Report (M): General-interest articles on practical strategies to grow retirement savings, make money last during retirement, maximize Social Security and Medicare benefits, and other retirement-related topics. (KRR4)
- Magnolia Journal (Q): Magazine by Chip and Joanna Gaines with inspiration for life and home, containing stories, recipes, tips, and useful information. (MAG4)
- Make (Q): Part of the maker movement, publishes projects, skill-building tutorials, in-depth reviews, and inspirational stories, accessible by all ages and skill ranges. (MAK4)
- Missouri Conservationist (M): Outdoor life and conservation management in Missouri. (MOC4)
- ❑ Mother Jones (6/yr): A nonprofit American progressive magazine focusing on news, commentary, and investigative journalism on topics including politics, environment, human rights, health, and culture. (JON4)
- □ Muse (9/yr): Science, art, archaeology, and history activities for ages 9-14; includes contests, books, and media reviews. (MUE4)
- Musical Mainstream (Q): Selected articles from national magazines about classical music, music criticism, and music teaching; announces new NLS music acquisitions. (XMM4)

- □ **The Nation** (35/yr): Articles on foreign affairs, local and national politics, education, and law; reviews films, theater, books, and the arts. (NAT4)
- □ National Geographic (M): Articles on world geography and cultures, plant and animal life, space exploration, and ancient history. (NGG4)
- National Geographic Kids/Cricket (M): Articles for children about people, places, customs, animals, and plants; on one cartridge with Cricket (stories, poems, and articles by internationally known authors; songs, jokes, and crafts); for ages 6-12. (NGW4)
- □ National Review (24/yr): Articles on business, politics, economics, education, and other subjects from a conservative viewpoint. (NRV4)
- □ The New York Times Book Review (W): Literary articles and book reviews from the Sunday New York Times. (NYB4)
- □ The New Yorker (W): Timely articles on a number of topics; includes short fiction, poetry, and cartoons. (NYK4)
- North Carolina Historical Review (Q): Scholarly articles about North Carolina history; reviews of books of regional interest. (NCH4)
- **Oklahoma Today** (B): Oklahoma people, places, food, art, and culture. (OKT4)
- **Our State** (M): North Carolina history, folklore, and current events. (STT4)
- Overseas Outlook (biannual): Newsletter produced by NLS for patrons living outside the United States; contents may be useful for all NLS patrons. (OVR4)
- **People** (W): Celebrity news and interviews. (PEO4)
- Piano Technicians Journal (M): Information on the piano industry's latest innovations, products, and technologies. (PTJ4)
- Prevention (M): A live-better handbook and guide to feeling your best, head to toe, inside and out through trustworthy expert advice, fresh ideas, and health secrets. (PRE4)
- Psychology Today (B): General-interest psychology magazine representing a variety of approaches. (PST4)
- **QST** (M): Project-building ideas and news on all aspects of ham radio. (QST4)
- Quarterly Music Magazine (Q): NLS program designed to provide a limited substitute for newsstand browsing. Readers receive a different music magazine each quarter. Covers a variety of aspects and types of music, such as opera, jazz, and country, and instruments such as guitar and keyboard. (QMM4)

- Reader's Digest (10/yr): Short stories, political commentary, and other general interest topics; some articles are condensed. Contains anecdotes, humor, and a condensed book. (DIG4)
- □ Rolling Stone (M): American popular culture in the arts and entertainment industry; provides music, video, movie, and electronics reviews. (RST4)
- Scientific American (M): Covers the most important and exciting research, ideas, and knowledge in science, health, technology, the environment, and society. (SCA4)
- Selecciones del Reader's Digest (M): Spanish-language version of Reader's Digest. (SRD4)
- Smithsonian (M): Articles on the topics and subject matters researched, studied, and exhibited by the Smithsonian museums. (SMT4)
- □ Sound & Vision (B): Reports on new sound equipment and album reviews, with an emphasis on popular music. (STR4)
- Southern Living (13/yr): Recipes, guides to local travel, decorating ideas, inspiration, and gardening tips tailored specifically to the region's climate. (SOL4)
- Spider: The Magazine for Children (9/yr): Stories, poems, jokes, and crafts for beginning readers ages 6-9. (SPD4)
- Sports Illustrated (M): International sports news and articles with emphasis on American spectator sports; features on sports personalities, events, and outdoor activities. (SPI4)
- Sports Illustrated Kids (B): Sports news and articles for ages 8-13. Features sports personalities, events, and cards; youths who are excelling in athletics; and a regular column by youths discussing controversial sports-related issues. (SPK4)
- □ The Sun (M): Radically intimate and socially conscious writing being published today, celebrating life and its complexity, with personal essays, short stories, interviews, poetry, and photographs. (SUN4)
- Talking Book Topics (B): Announcements of recorded books recently added to the Library of Congress collection and news and developments in library services for people who are visually impaired or have a physical disability. (TBT4)
- Tar Heel Talk (Q): Newsletter of North Carolina Accessible Books and Library Services; contains news, features, and lists of North Carolina volunteer-produced titles. (THT4)

- □ **Travel + Leisure** (M): Articles on vacation sites and tour destinations, with tips on food and photography. (TAL4)
- □ **True West** (6/yr): Nonfiction articles about the Old West, written by historians and western buffs. (TWT4)
- □ Your Dog (M): The latest in dog health and training. From Tufts University Cummings School of Veterinary Medicine. (YDG4)
- □ Vital Speeches of the Day (M): Speeches of recognized leaders of public opinion on current and national concerns. (VSD4)
- Washington Council of the Blind Newsline (Q): Human-interest stories and topics including advocacy, legislation, local events, history, entrepreneurship, science, and technology. (CBN4)
- □ Wax Poetics (semiannual): Created by a group of writers and record diggers to tell the stories behind beatdigging culture and to help contextualize what people were listening to, by looking back at where the music came from and the stories behind it. (WAX4)
- □ The Week (48/yr): News and commentary on world events. (TWK4)
- □ Wildlife in North Carolina (B): Articles on hunting, fishing, conservation, wildlife preservation, and public areas and natural wonders to be explored. (WNC4)
- Wired (10/yr): News and opinions concerning technology industries and the digital environment. (WIR4)
- Yankee (B): Offers an insider's perspective on the region's people, traditions, and lifestyle with special focus on its unique travel destinations, history, and culinary delights. (YNK4)

Revised 11/4/2024

Frequency Key: W Weekly BW Biweekly M Monthly B Bimonthly Q Quarterly

AUDIO MAGAZINE LIST | 7

SLNC ACCESSIBLE BOOKS & LIBRARY SERVICES

1841 Capital Blvd., Raleigh, NC 27635 Toll-free: 1-888-388-2460 | Fax: 984-236-1199 | ncabls@dncr.nc.gov

MAGAZINES AVAILABLE IN BRAILLE

Patron name:	 Phone:
Address:	 Date of birth:

- Magazine offerings and frequency are subject to change.
- Unless otherwise noted, magazines are available in both braille and eBraille.
- If you wish to receive a magazine in eBraille, you will need a BARD account. If you did not sign up for BARD when you applied but would like access, call or email the library (contact info is at the top of this page).
- Fill out this form, checking all magazines you wish to subscribe to, then return the form to our library. You may also call us to request subscriptions be added to — or removed from — your account at any time.
- □ Alfred Hitchcock Mystery Magazine (B): Magazine specializing in crime and detective fiction. (AHM1)
- Animal Wellness Magazine (B): Provides educational content to help your beautiful dog and cat live the most naturally long, healthy, and happy life possible. (ANI1)
- Better Homes & Gardens (M): A resource for home ideas, food and recipes for everyday and special occasions, and garden know-how. (BHG1)
- Braille Book Review (B): Announcements of braille books recently added to the NLS collection as well as news and developments in library services for people who are blind. Braille edition includes a list of books listed in Talking Book Topics and a braille order form. (BBR1)
- Braille Chess Magazine (Q): Articles on chess; news of current trends and competitions. Physical braille only. (BCM1)

- Braille Music Magazine (M): Articles about classical music for professional and amateur musicians; reviews of new braille music publications. Physical braille only. (XBM1)
- □ Conundrum (M): Crossword and logic puzzles, anagrams, sudoku, and generalknowledge quizzes. Physical braille only. (COU1)
- Cook's Illustrated (B): From America's Test Kitchen. Includes recipes and tips on cooking. (CIM1)
- □ Cricket (9/yr): Stories, poems, and articles by internationally known authors, plus songs, jokes, and crafts. For ages 9-14. (CRI1)
- Crossword Extravaganza (3/yr): Enjoy a wealth of fun, challenging crosswords with dozens of themed selections from The Crosswords Club and Dell Crosswords. Includes 20 variety crosswords such as Cryptics, About-Face, Stenographic, Punanagrams, and more. (CRO1)
- □ **Guideposts** (B): Personal, heartwarming stories and faith-affirming articles that show anything is possible with hope, faith, and prayer. (GUI1)
- Harper's Magazine (M): General culture magazine with articles by well-known writers on politics, international affairs, education, and science. Includes short stories, satire, and poetry. (HRP1)
- Health Newsletters: Current health concerns, medical information, nutrition, and stress management from Harvard Health Letter (12/yr), University of California Berkeley Wellness Letter (15 /yr), and the Mayo Clinic Health Letter (12/yr). (HNW1)
- Kiplinger Personal Finance (M): General-interest articles on managing finances, including taxes, investment options, real estate, insurance, and retirement planning. (KPF1)
- □ Laine (Q): Includes patterns from leading knitwear designers; insightful, longformat stories from the world of wool; interviews; seasonal recipes; and strong, visual storytelling. (LAI1)
- □ Muse (9/yr): Science, art, archaeology, and history activities for ages 9-14; includes contests, book and media reviews. (MUE1)
- Musical Mainstream (Q): Selected articles from national magazines about classical music, music criticism, and music teaching; announces new NLS music acquisitions. (XMM1)
- □ National Geographic (M): Articles on world geography and cultures, plant and animal life, space exploration, and ancient history. (NGG1)

- □ National Geographic Kids (10/yr): Articles for children about people, places, customs, animals, and plants. (NGW1)
- New York Times Book Review (W): Literary articles and book reviews from the Sunday New York Times. (NYB1)
- New York Times Weekly (Large Type Edition) (W): Highlights from the New York Times. (NYT1)
- □ NLS Calendar, Pocket-Sized (CAP1)
- □ NLS Calendar, Wall-Sized (CAW1)
- □ NLS News (Q): NLS newsletter. (NEW1)
- PC World (M): Information for computer users about hardware, software, advanced technology, and trends in the field; columns on product reviews and helpful hints. (PCW1)
- □ Piano Technician's Journal (M): Information on the piano industry's latest innovations, products, and techniques. (PTJ1)
- Poetry (11/yr): Contemporary poetry selected from a wide range of contributors and styles. (POE1)
- Popular Mechanics (10/yr): Practical advice for amateur mechanics, information on automotive and home repairs, and features on new equipment. (PPM1)
- Popular Music Lead Sheets (Q): Melodies, lyrics, and chords to popular songs, from golden oldies to recent hits. (Also available on NLS website.) (XML1)
- Reader's Digest (10/yr): Short stories, political commentary, and other general interest topics; some articles are condensed from print magazines. Contains anecdotes, humor, and a condensed book. (DIG1)
- □ Rolling Stone (M): American popular culture in the arts and entertainment industry. Provides music, video, movie, and electronics reviews. (RST1)
- Science News (22/yr): Excerpts of reports on current programs in science, medicine, and technology. (SNW1)
- Scout Life (M): Articles on the outdoors, sports, and hobbies, plus adventure fiction and humor, for ages 9-16. Published by the Boy Scouts of America. (SCO1)
- Short Stories (M): A selection of popular fiction short stories in a variety of genres including romance, science fiction, thriller, and horror. Some stories may contain strong language or items of a sexual nature. Physical braille only. (SSR1)
- □ Spider: The Magazine for Children (9/yr): Stories, poems, jokes, and crafts for beginning readers ages 6-9. (SPD1)

- Sports Illustrated Kids (11/yr): Sports news and articles for ages 8-13. Features sports personalities, events, and cards; youths who are excelling in athletics; and a regular column by youths discussing controversial sports-related issues. (SPK1)
- □ Stone Soup: The Magazine by Young Writers and Artists (11/yr): Stories, poems, illustrations, and book reviews created by children ages 8-13. Features an activities section with suggested related projects. (STO1)
- □ **Tar Heel Talk** (Q): Newsletter of North Carolina Accessible Books and Library Services; contains news, features, and lists of North Carolina volunteer-produced titles. Available in eBraille; physical braille available only upon request. (THT1)
- **Sports Schedules** (A): Listings of games for six national sports leagues.
 - □ American League Baseball (schedule by team) (ABL1)
 - □ Major League Baseball (schedule by date): Includes combined schedule for the American and National Baseball leagues. (MLB1)
 - □ National Baseball League (schedule by team) (NBL1)
 - □ National Basketball Association (NBA1)
 - □ National Football League (NFL1)
 - □ National Hockey League (NHL1)
 - **Women's National Basketball Association** (WBA1)

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SLNC ACCESSIBLE BOOKS & LIBRARY SERVICES

1841 Capital Blvd., Raleigh, NC 27635 Toll-free: 1-888-388-2460 | Fax: 984-236-1199 | ncabls@dncr.nc.gov

DESCRIPTIVE VIDEO SERVICE

Patron name:	 Phone:
Address:	 Date of birth:

Preferred catalog format (select all that apply):

Large printDigital cartridge

- The Descriptive Video Service (DVS) is made possible by the State Library of North Carolina, with support from the Friends of the North Carolina Accessible Books and Library Services (FNCABLS).
- DVS videos have a soundtrack that describes the actions, characteristics, and dress of the actors, as well as details of the scenery or setting. These descriptions occur during dialogue-free moments.
- These videos can be enjoyed by everyone in the family, whether sighted or visually impaired.
- Videos play in ordinary DVD players. The library does not loan or repair video equipment. Please note that a sighted companion is necessary to enable the DVS audio track using the DVD's on-screen menu.
- There are currently more than 800 videos in the collection. The library purchases new DVDs as they are made available in the descriptive format. The collection includes old favorite TV shows, documentaries, and many of the more recent blockbuster movies.
- You must be a patron of the library to join the DVS club.
- Individuals may borrow one title at a time; institutions may borrow up to three. The loan period is three weeks. DVS videos qualify as Free Matter for the Blind and require no postage to send or return.
- Once we receive your completed membership form, we will send you a catalog of DVS titles. This catalog includes titles, ratings, release year, and catalog number.

- The library does not make selections for you. You may send requests by mail (SLNC-ABLS, 1841 Capital Blvd., Raleigh, NC 27635), email (ncabls@dncr.nc.gov), or phone (1-888-388-2460) (please, no more than 12 requests at a time via phone). Include each video's catalog number when making requests.
- You may send as many requests as you like, but we cannot guarantee that the videos will be sent in any particular order or on a specific date.
- Once we receive a returned video, we will send out another if you have any requests on file as long as that title is available.
- As new titles are added to the collection, they will be announced in the library's quarterly newsletter, *Tar Heel Talk*.
- Call us at 1-888-388-2460 if you have any questions about the DVS program.
- If you would like to join the DVS club, complete and return this form to SLNC-ABLS, or call the library at 1-888-388-2460.