

# Welcome Talking Book Coordinators to The State Library of Ohio

Sublending Agency Training  
June 4, 2014



# Subblending Agencies



# Ohio Talking Book Program Consumer Advisory Committee



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## Qualifying for Service

- ▶ **Patrons must be eligible & meet criteria for service**
- ▶ Blindness
- ▶ Visual Impairment
- ▶ Physical Handicap
- ▶ Deaf-Blindness
- ▶ Reading Disability (Dyslexia)
- ▶ Available to anyone who is unable to read standard printed materials because of temporary or permanent visual or physical limitations



# The Application – Certification Section

- ▶ Please make sure all applications are certified on the first page of the application
  
- ▶ Doctors of Medicine
- ▶ Optometrist/Ophthalmologist
- ▶ Registered Nurse
- ▶ Professional Staff Member of a Hospital/Institution
- ▶ **Professional Librarian/Talking Book Coordinator**
- ▶ Reading Disability (Dyslexia), the application must be certified by a Doctor of Medicine or Osteopathy





# The Application – Agreement Section

- ▶ **Please make sure application agreement section on the last page is filled out & signed**

## Application Agreement

It is the responsibility of the library user to:

1. Return all library materials and equipment when they are no longer being used.
2. Notify the library of any name, address, or telephone changes.
3. Take reasonable care of library materials and equipment.
4. Borrow or download at least one book or magazine per year.
5. Read and return books within six weeks, to allow others the opportunity to read.

I understand the above responsibilities and agree to follow them.

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Signature of the applicant or the person completing the application on behalf of applicant



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## Sending the Information

- ▶ **BEST: Scan & e-mail entire application to:**  
[tbooks@library.ohio.gov](mailto:tbooks@library.ohio.gov)  
[jferguson@library.ohio.gov](mailto:jferguson@library.ohio.gov)
- ▶ Fax 614-995-2186 or 614-644-7004
- ▶ Mail certified applications to the State Library or OLBDP
- ▶ If you choose to E-mail, Scan or Fax, we no longer need you to send us the original certified application.





# Inventory

- ▶ Report any change that involves machine numbers
- ▶ Updated list in your folders today, please check & let us know corrections
- ▶ Assigning/Re-Assigning machines to patrons
- ▶ Keeping a returned machine for your inventory
  - Return machines in need of cleaning or repair
- ▶ Cancellation of Service/Address Changes
- ▶ Deceased Patrons
- ▶ Equipment Needs



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## Patrons

- ▶ Assure confidentiality of records relating to recipients of National Library Service (NLS) equipment in regards to patron privacy.
- ▶ Contact the State Library if you need an updated list of your patrons.





# Promotion

- ▶ Act as a liaison between readers and the State Library and OLBPD
  - ▶ Promoting the Talking Book Service to eligible patrons
- ▶ Contact the State Library or OLBPD if you need promotional materials



# 4

## State Library & OLBPD Responsibilities

- ▶ Ensure that each SLA has a clear understanding of its role & responsibility in loaning talking book machines & the service
- ▶ Visit SLA's and assist those experiencing problems in providing service and help to resolve those issues

# 3

## Equipment

- ▶ Talking Book machines are provided free to eligible persons on extended loan



# 2

## Accessories



- ▶ Headphones – Digital & Amplified
- ▶ Pillow Speakers
- ▶ Breath Switch Adaptor – Turns machine on/off
- ▶ Flash Drive Elbows
- ▶ DTB Cartridge cable – to use with a cartridge as a removable storage device



# Machine Problems

- ▶ The State Library can replace any machine that has problems
- ▶ Battery
- ▶ Sticky Feet
- ▶ Power Cord
- ▶ USB Port
- ▶ Headphone Jack



# Digital Talking Book Player Do's & Don'ts

- ▶ **DO** leave your player plugged **IN**, if you can
- ▶ **DON'T** leave your player **UN**-used for long periods of time without having it plugged **IN**
- ▶ **DO** call us for a replacement machine if your battery won't charge above one hour, charging time is approximately 2.5 hours
- ▶ **DON'T** expect the battery to always recharge to the original 29+ hours it had when new (anything above 12 hours is considered acceptable)



# Digital Talking Book Player Do's & Don'ts

- ▶ **DO** call us for a replacement machine if your battery charge time is too short for your convenience
- ▶ **DON'T** be surprised if the charging time drops dramatically from one time to the next – especially if you have been using a flash drive instead of a cartridge
- ▶ **DO** play your digital talking book player with or without having it plugged in



# With Your Help in 2013.....

The State Library of Ohio as the Machine Lending Agency for  
the Ohio Talking Book Program

Check-ins	6,251	2896 Digital 3212 Cassette 143 Accessories
Check-outs	6,787	3792 Digital 2421 Cassette 574 Accessories
Recycled	971	
Sent to Repair	1,655	
New Patrons	1,617	
Active Patrons	14,400	



# Bureau of Printing & Engraving Currency Reader

- ▶ Available free in January 2015 to patrons of the NLS program & those who qualify
- ▶ NLS will announce registration program in Talking Book Topics Sept/Oct 2014
- ▶ OLPBD & the State Library will help to register patrons
- ▶ The BPE will also have a hotline & website
- ▶ iBill Talking Banknote identifier will speak, beep, or vibrate
- ▶ BPE currently uses EyeNote a free mobile device app for Apple iOS devices to identify currency



# Family Fun & Learning Day – Columbus – July 2015





# SAVE THE DATE SLA TRAINING 2015

