

# Illinois State Library Talking Book and Braille Service School Service Guide for Teachers & Students

The Illinois State Library Talking Book and Braille Service (TBBS) provides free library services to qualifying individuals and institutions throughout the state. The program loans audiobooks, braille books, audio players and a variety of other resources to individuals who have difficulty reading standard print due to visual or physical limitations or reading disabilities. The materials are available by mail or can be downloaded. For questions or an application, please call TBBS at 800-426-0709 or visit [www.ilbph.org](http://www.ilbph.org).

## AUDIOBOOK AND BRAILLE COLLECTION

The audiobook and braille collection includes a wide range of literature for eligible readers of all ages and interest, beginning with preschool:

- Popular fiction, classics, award winners and magazines
- Nonfiction for research and reports
- Downloadable audiobooks, braille books and magazines

## TYPES OF SERVICE

- **Teacher/Classroom Service** is available to schools and classrooms serving eligible talking book or braille readers.
- **Individual Service** allows readers from preschool through high school and adult readers to enjoy talking book and braille services year-round.

## REGISTERING FOR TEACHER/CLASSROOM SERVICE

- **Complete an institutional application and the form listing qualifying student(s) to begin classroom service.** Multiple teachers within the same institution must apply separately.
- Each teacher must annually submit a certified list of eligible students who will use the service. A teacher must be serving at least one eligible student. The classroom account will be canceled if no eligible students are enrolled.

- The teacher is responsible for the player and books on loan to the classroom. These materials must be used only by students with a print impairment.
- All materials on loan to the teacher for use in the classroom must be returned at the end of the school year.
- To remain registered with the program, a teacher must use the service. If no materials are borrowed or downloaded, the service will be canceled, and the audio player must be returned.
- To reactivate service for the new school year, complete all correspondence forms supplied to you and return them to TBBS.

## **REGISTERING STUDENTS FOR INDIVIDUAL SERVICE**

- **Complete an individual application to register a student.**
- The application form must be signed by the appropriate certifying authority.
- **Reading disabilities must be certified by a doctor of medicine or osteopathy.**
- Students may receive service at home **OR** at school. The student's family is responsible for all materials received at home; the teacher is responsible for material sent to the school.
- Registered individuals may borrow one audio player.
- The service is only for use by the registered individual.
- To remain registered with the program, an individual must actively use the service. If no materials are borrowed or downloaded, the service will be canceled, and the audio player must be returned.

## **LOCATING BOOK INFORMATION & ORDERING BOOKS**

Audio and braille books may be ordered by mail, telephone, email, fax or online.

- TBBS reader advisors can help you choose books by author, title or subject.
- The catalogs, *Talking Book Topics* and *Braille Book Review*, are available and include order forms. Contact TBBS to receive catalogs.
- An online catalog and book order site is available at <http://webopac.klas.com/il1aopac>. Contact TBBS for a user ID and password to order books online.

## **NLS Braille and Audio Reading Download (BARD)**

Audiobooks, braille books and magazines can be downloaded using BARD service. BARD access may be granted to individuals and institutions with active TBBS accounts. Materials can be used on the NLS digital player, some mobile devices and approved commercial players. For more information and to register, visit <https://nlsbard.loc.gov>.

## **Frequently Asked Questions**

### **What is the charge for this service?**

There is no additional charge; the service is supported through taxes.

### **Why do I need a special player?**

Books are recorded in a special format and will only play on the NLS digital player, some mobile devices or approved commercial players.

### **How are books and equipment delivered to my school, and how do I return them?**

Books, magazines, catalogs and equipment are mailed and returned through the U.S. Postal Service as "Free Matter for the Blind or Physically Handicapped." No postage is necessary. Books and equipment come with a removable address card that, when turned over and reinserted, will show the return mailing address.

### **Do you have textbooks?**

The library does not provide textbooks. Contact TBBS for information about textbook providers.

### **Can I keep my materials if I cancel the service?**

Talking Book materials, equipment and books on loan to patrons are the property of the federal government and must be returned if service is canceled.

### **How quickly will I receive a book when I order?**

Once your order is received and the book is available, it will be placed in the mail within two working days. Delivery times may vary.

### **How long may I keep the books?**

The general loan period for books is six weeks for audiobooks and eight weeks for braille books. Downloaded materials do not need to be returned.

### **Is this service only for people who are blind or visually impaired?**

No. Individuals with physical limitations or a reading disability such as dyslexia also are eligible.

## **ALWAYS CONTACT THE ILLINOIS STATE LIBRARY TALKING BOOK AND BRAILLE SERVICE IF:**

- You need to update your address or contact information or make changes to your service.
- Your audio player does not operate.
- You need help finding books.
- You need help locating disability services.
- You no longer require service.

**Illinois State Library**  
**Talking Book and Braille Service**

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