



MONTANA TALKING
BOOK LIBRARY
MONTANA STATE LIBRARY

MONTANA TALKING BOOK LIBRARY GUIDELINES FOR INSTITUTIONS

RESPONSIBILITY: The institution should assign a specific staff member to be responsible for talking books, equipment, and any other materials loaned by the Montana Talking Book Library (MTBL) to an institution. These items are federal property and institutions are accountable for their locations and condition.

INSTITUTIONS are facilities that serve eligible persons. Examples include:

- Assisted & Independent Living facilities
- Nursing & Retirement Homes
- Hospitals
- State and Federal Agencies
- Public & Private Schools (K-12)
- Colleges and Universities
- Public Libraries (Demonstration Site)

INSTITUTION SERVICE OPTIONS:

- ◆ Demonstration Site (for instruction or short term use by potential patrons)
- ◆ Staff of Institution provides Talking Book Library service for patrons (due to the inability of a patron to do so independently)
- ◆ Designated staff of Institution provides Talking Book Library Download service for patrons (due to the inability of a patron to do so independently)
- ◆ At School Use by eligible students

ELIGIBILITY REQUIREMENTS FOR INDIVIDUALS BEING SERVED:

BLINDNESS: Visual acuity of 20/200 or less in the better eye with correcting glasses, or the widest diameter of visual field subtending an angular distance no greater than 20 degrees

LOW VISION: Inability to read printed material without aids or devices other than regular glasses

PHYSICAL DISABILITY: Inability to read or use standard printed material due to physical limitations, (e.g. paralysis, missing arms or hands, extreme weakness)

READING DISABILITY: Defined as an organic dysfunction of sufficient severity as to prevent reading standard printed material in a normal manner. As diagnosed by a Doctor of Medicine (M.D.) or a Doctor of Osteopathy (D.O.), who may consult with colleagues in associated disciplines.

CERTIFICATION BY COMPETENT AUTHORITY: In cases of:

-Blindness, visual disability, or physical limitations: “competent authority” include facility administrators, directors, professional staff of hospitals, doctors of medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents).

In the absence of any of these, certification may be made by professional librarians or by any persons whose competence under specific circumstances is acceptable to the Library of Congress (NLS Manual: 36 CFR 701.10(b)(2)(i)).

-Reading disability from organic dysfunction, competent authority is defined as only doctors of medicine (MD) or osteopathy (DO).

CONFIDENTIALITY STATEMENT:

All library records are confidential pursuant to Montana Code annotated 22-1-1103.

MEDIA, EQUIPMENT AND ACCESSORIES:

Media choices include loan of books and magazines in digital (2 month loan period), Braille, and digital download (BARD). Books in older formats are available upon request. Book choices include but are not limited to: *animals and wildlife, biographies, general fiction, history, mystery, pioneer & frontier life, poetry, religion, romance, western and many more*. Reading levels include adult, young adult, juvenile and preschool. Exclusions are an option for books with strong language, violence or explicit descriptions of sex. Books are available in English and other languages.

Equipment is available on extended loan. The digital talking book player is needed to play digital recorded cartridges. The standard cassette machine is needed to play cassette recorded tapes. This machine is being phased out but is still appropriate for persons interested in Montana History or with wide ranging reading interests. One digital and one standard cassette player, with one corresponding audio book, is available on-loan for each institution to demonstrate.

Accessories are available on extended loan and include headphone and adaptor, remote control, USB adaptor and amplifier (with separate audiologist certification for profound hearing loss)

RETURN OF EQUIPMENT AND ACCESSORIES:

Playback equipment and accessories are supplied to eligible persons on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by NLS and its cooperating libraries, it must be returned to MTBL.

OTHER AVAILABLE SERVICES:

Braille book subscription service, Braille Twin Vision books, Descriptive Videos/VHS(requires VCR) and WEBOPAC (Online Public Access Catalog). Institutions may subscribe to a bi-monthly Large Print *Talking Book Topics* (TBT) catalog for demonstration purposes.

BARD (Braille and Audio Reading Download):

This is a downloadable audio book service that grants users free access to download any National Library Service (NLS) digital book they want, 24 hours a day, 7 days a week. Staff members of an institution are eligible for BARD accounts under their own names. Please visit the Institutional Services page on our website for a link to the Institutional BARD application, or call us at 800-332-3400. **NOTE:** Public library accounts will be limited to demo only access, meaning library staff will only be able to download any of four (4) copyright-free books that have been published by the NLS.

SERVICES AVAILABLE ONLY TO INDIVIDUALS:

Magazines and NFB-Newsline™ (telephone newspaper service).

TEXTBOOKS: Access Textbooks direct at Learning Ally, 1-800-221-4792, <http://www.learningally.org>,

NOTE: An INDIVIDUAL application is required for each eligible person in an institution, school or facility receiving Montana Talking Book Library services.

RETAIN FOR YOUR RECORDS



*Regional Library of the National Library Service
For the Blind and Physically Handicapped
The Library of Congress*

MONTANA TALKING BOOK LIBRARY
1515 EAST SIXTH AVENUE
PO BOX 201800
HELENA, MT 59620-1800

FREE MATTER FOR THE
BLIND AND PHYSICALLY
HANDICAPPED

INSTITUTION