



Library for the Blind & Print Disabled  
1209 Camino Carlos Rey Santa Fe, NM 87507  
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# **New Mexico State Library For the Blind and Print Disabled Handbook**

(NM LBPD)

Twenty-first Edition

2022

Please keep a copy of this handbook for reference. Braille copies are also available by request.

NM LBPD is a network library of the Library of Congress National Library Service for the Blind & Print Disabled and part of the New Mexico State Library, a division of the Department of Cultural Affairs.

## **TALKING BOOK PROGRAM INTRODUCTION**

The Library of Congress National Library Service provides our library with equipment and reading material that we lend at no cost to our patrons. We work with other network libraries nationwide well as the US Postal Service to provide this service to patrons statewide so That All May Read. Thanks to volunteer readers and reviewers, we are also able to produce several books each year in our Santa Fe recording studio at the New Mexico State Library. We hope you find the service enjoyable.

**Our hours of operation are Monday - Friday 9 a.m. to 4 p.m. We are closed on State and Federal Holidays. Walk-in services are provided from 9 a.m. to 12 p.m. Phone and in person appointments may be reserved during our hours of operation.**

### **INFORMATION ABOUT:**

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## **DIGITAL BOOKS (DBs)**

**GENERAL INFORMATION:** You are assigned 5 cartridges. The number of digital books on each is decided by you. There are no due dates but at least one cartridge out of the five must be returned before another is sent. Each cartridge is mailed to you in a plastic case with a return label and book list.

**RECEIVING:** Titles can be picked out for you and sent automatically based on your choice of genres and authors or we'll wait for your order. Contact us to customize your service type or to schedule a pickup time if picking up in Santa Fe.

**RETURNING:** Put the cartridge back in the case. Take the label out of the case slot, fold it over, put it back in the slot and mail it back. No postage is needed. Drop off is available at the library.

All orders are sent out the next business day after they have been received. Example: Orders placed on Friday are sent out the following Monday. Mail delivery can take 5-7 business days, so we recommend returning cartridges as you finish them to keep service consistent. You must have at least one cartridge available for us to send you your next order. Note: It is against postal regulations to place notes in the case. Call us for new requests or replacements.

## **ORDERING**

Orders are processed during our normal business hours.

**ONLINE:** [klas.nmstatelibrary.org](http://klas.nmstatelibrary.org)

Order titles you add in your book basket, and they will be mailed on the next available cartridge. Sign in information is provided upon request and is required to place orders.

**PHONE: TOLL FREE: 1.800.456.5515**

**SANTA FE: 505.476.9770**

**FAX: 505.476.9776    EMAIL: [sl.lbpd@state.nm.us](mailto:sl.lbpd@state.nm.us)**

**MAIL: New Mexico State Library – LBPD**

**1209 Camino Carlos Rey  
Santa Fe, NM 87507-5166**

**You don't have to pay postage when you mail an order. In place of a stamp, write "Free Matter for the Blind & Physically Handicapped," and do not seal the envelope for it to qualify as Free Matter material.**

**Catalog: Talking Book Topics (TBT) can be sent as a cartridge or braille and is available online at [www.loc.gov/nls/tbt](http://www.loc.gov/nls/tbt). An order form prepared with the "Free Matter" indicator and library address is included. TBT Cartridges must be returned in their red case within 2 months through USPS. The braille TBT may be kept.**

## **OTHER AVAILABLE MEDIA**

### **BRAILLE AND AUDIO READING DOWNLOAD (BARD):**

Download books, magazines, and eBraille from the BARD website to a flash drive (not provided by the library) or through the BARD mobile app (available on Android and iOS devices.) 100 titles can be downloaded per month and the files can be kept by active patrons. To maintain an active status, download one book every 6 months. Sign up for BARD at [nlsbard.loc.gov](http://nlsbard.loc.gov).

**MAGAZINES:** Contact us to subscribe to magazines by mail. Audio/Braille subscriptions are sent regularly, and multiple subscriptions can be on one cartridge. The audio has a loan period, and this depends on the subscriptions. Return by mail (postage free) after removing the label card from the case. Braille does not have a due date. BARD subscriptions are automatically added to the wish list for download.

**MUSIC:** Instructional large print and braille musical scores are available from the NLS Music Library. Musical tracks are not provided. Call to order: 1.800.424.8567

**BRAILLE:** Provided by the Utah State Library for the Blind & Disabled, braille is sent based on your preferences and patrons may be registered for regular orders or may receive Braille through interlibrary loan.

## **EQUIPMENT INFORMATION**

A digital player is used to play a cartridge or USB flash drive. Ensure that the flash drive is used only for books as other media files may interfere with playback. We loan ONE player per patron and it is yours to keep for as long as you are an active patron. Keep the box in case you need to return it. Additional equipment is provided upon request, such as headphones, USB adapter, and a digital player remote.

**PLAYER CARE:** Plug into an outlet when not in use to charge. To clean the player, spray a cloth and then wipe down the player. Do not spray it directly. Do not eat, drink, smoke, or place near excessive heat to avoid potential damage. Contact us for a replacement if the player's maximum charge drops below 10 hours. DO NOT ATTEMPT TO REPAIR THE PLAYER OR CHANGE THE BATTERY.

**POWER ON:** The player automatically turns on when plugged in and gives an audible greeting. Battery life is announced when the player is turned on. It starts/resumes a book if a cartridge/flash drive is inserted. When operating on battery power, it turns off after 30 minutes if there is no cartridge/flash drive inserted.

**TUTORIAL:** Turn on the player without a cartridge and press any button to hear its function. The player will not break from pressing buttons at random. You're encouraged to try this until you are comfortable with the player set up.

**BOOKSHELF MODE:** Insert a cartridge/flash drive. Press and hold the green square play/stop button until you hear "Bookshelf" (about 5 seconds). The number of titles on the cartridge/flash drive will be announced. Tap the white triangle Fast Forward or the white triangle rewind (RW) buttons on either side of the play/stop button to move back and forth through the titles. Tap the Play/Stop button when you hear the title you want to listen to. You may enter Bookshelf Mode at any point while reading.

**ERROR MESSAGES:** Remove the cartridge/flash drive and try either of the following resets:

1. Hold down the power button for about 7 seconds, ignoring any speech, until it beeps and turns on again.
2. Hold down all 4 of the following buttons for about 10 seconds or until the player announces, "Creating new profile": Power, Up Tone Arrow, Up Volume Arrow, and Up Speed Arrow.

Insert a cartridge to check if the player is working again.

**REPLACING AND RETURNING:** Contact our staff to request a replacement or notify us of a return. Returning a player does not automatically cancel services or have a replacement player sent to you. Fill out the return form that came with the player and use the box it came in to return by mail postage free. If you do not have the original box, you may also use any box the player fits into and write out, “Free Matter for the Blind and Physically Handicapped,” in the corner of the box. To qualify for Free Matter, the box must be able to be inspected so use one piece of tape to keep the box closed but not tightly sealed. Postal regulations prevent us from sending an empty replacement box through the mail.

If you need additional assistance with your player, please do not hesitate to call the library.

### **ADDITIONAL INFORMATION**

**CONTACT INFORMATION:** Notify us if there are any changes to avoid interruption of services and if you need books sent to an alternate or temporary address. Multiple contact types such as phone numbers and addresses can be saved on your account.

**RETURNED MAIL:** If your orders are marked “Return to Sender,” service will be suspended until we’re able to contact you or your alternate contact to verify your address.



## **PAUSING, TRANSFERRING, & ENDING SERVICES:**

**If you're temporarily unable to use this service for a few weeks or months, call us to pause/restart the service. You may keep the player until you're ready to start again.**

**If you're moving, call us with your new contact information. We can make the move easier by transferring your account to an NLS network library in any state you're moving to, and you'll be able to keep the same player and continue using this service without having to redo the application process again.**

**If you will not use or are unable to use this service for a year or more, or are no longer eligible, you or someone you know may contact us to cancel. All borrowed items officially belong to the Federal Government and are to be returned to our library. Magazine subscriptions may take up to two months to stop arriving. Please simply return them.**