



**INDIANA TALKING BOOK AND BRAILLE LIBRARY**  
140 N. Senate Avenue - Indianapolis, IN 46204  
(317) 232-3684 or (800) 622-4970  
Email: [tbbl@library.in.gov](mailto:tbbl@library.in.gov)  
[www.library.in.gov](http://www.library.in.gov)

## **Borrower Responsibilities for Institutions**

As an institution providing Talking Book service to your residents/clients/students, you will have the following responsibilities:

- You will be responsible for keeping track of reading materials that are checked out to your institution, regardless of which individuals are using them. (Heavy users are encouraged to apply for an individual account in his/her name.)
- Books are on loan for 60 days and must be returned to the Indiana Talking Book Library within that time.
- All equipment is the property of the Library of Congress. You must take reasonable care of it, and must return it to the Indiana Talking Book Library if you are no longer actively using the Talking Book program.
- You must keep a record of the serial numbers of all machines and accessories on loan to your institution.
- Materials must not leave your institution. You must recover all Talking Book Library reading materials and equipment before a resident/client/student leaves your institution, or upon his/her death.
- Do not lend or give Talking Book equipment or reading materials to any person who does not meet eligibility requirements. Materials are not transferrable from one individual account to another.
- Your institution and its staff are responsible for maintaining Talking Book Library materials, despite staff turnover or other changes.
- Notify the Indiana Talking Book Library anytime your institution's name, mailing address, telephone number or contact person changes.

## **BARD (Braille and Audio Reading Download) Policy for Institutions**

### **Institutions already using talking-book services:**

Institutional accounts for BARD will be available to agencies that already receive talking-book service. These agencies may continue to borrow audiobooks (on cassette or cartridge) and playback equipment, and may also apply to download books from BARD.

### **Institutions that have not used talking-book services in the past:**

Upon receipt of a properly certified institutional application, a network library will send appropriate books and playback equipment or, if the application is for BARD only, a notification that the institution may apply online for BARD service. A designated staff member at the institution oversees the downloading, tracks the use of NLS equipment, and handles any necessary returns. An institution may borrow digital players from its service library, when available, or purchase commercial players authorized to play NLS books.

The following criteria will be applied to institutional deposit collections applying for BARD service:

- Any institution currently receiving braille or cassette books from a network library may request physical copies of books in digital format. Subject to availability of collections and playback equipment, a network library may lend digital-audiobook cartridges and playback equipment to an existing deposit collection or to a new institutional applicant. The process will be the same as it is for cassettes. Libraries should use their discretion regarding the number of digital players lent to any particular institution, although the rule of thumb is one player for every four readers.
- For the purpose of BARD access NLS has identified three categories. Network libraries may grant BARD access to institutions in categories A and B, but not C.
  - **Category A.** BARD access may be granted to schools for the blind. Access may also be granted to public or private schools and college / university disability centers, provided that they submit a list of the names of eligible students who will use the service. The school or center should also submit properly certified applications for students

who are not already registered users of the NLS program. The students need not be set up to receive individual service, but the applications should be retained by the library to verify eligibility. Network libraries should require public and private schools to submit a new eligible-student list at the beginning of each school year and certified individual applications as appropriate.

- **Category B.** BARD access may be granted to an employee of a rehabilitation agency, a center for the blind, or a Lighthouse for the Blind who is applying for service to be able to demonstrate to eligible readers how to download books from BARD. This employee does not have to be an eligible reader. Libraries may approve this type of application as long as applicants accept the BARD web site pledge and understand that they will be held accountable for how the materials they download are used.
- **Category C.** BARD access may be granted to public libraries for demonstration purposes only. Public libraries may not access BARD in order to download for an individual. Eligible individuals may sign up for BARD directly and use public libraries as their e-mail and download access source, but they must be served through an individual account, not an organizational account.