

# Utah State Library

## Program for the Blind & Disabled

# Alaska

## Patron Handbook

Blind and Disabled Program

250 N 1950 W, Suite A  
Salt Lake City UT 84116-7901  
Outside of Utah Toll-free 800-453-4293

[blindlibrary.utah.gov](http://blindlibrary.utah.gov)



Utah State Library  
Division

## **INTRODUCTION**

The Utah State Library (USL) Program for the Blind and Disabled provides materials in formats accessible to the blind and disabled. Books and magazines are available in Braille, large print, and audio digital formats. Services are provided in cooperation with the Utah State Library as an extension of the Library of Congress, National Library Service for the Blind and Physically Handicapped. Services are free to eligible readers.

## **HOURS AND LOCATION**

USL is open Monday - Friday, 8:00 am - 5:00 pm (Mountain Time)

250 N 1950 W, Suite A, Salt Lake City, UT 84116-7901

Call the Library at: 1-800-453-4293 (Outside of Utah Toll-free)

You may also email the Library at [blind@utah.gov](mailto:blind@utah.gov)

## **ELIGIBILITY**

People who are unable to read regular print because of a visual, physical, or reading disability qualify for service. An application for library service is available to print from the Alaska State Library website: <http://talkingbooks.alaska.gov/>

## **RECEIVING ITEMS IN THE MAIL**

Books are circulated through the mail postage free. Materials from USL arrive with a reversible mailing card located within a label holder on the outside of the container.

- A circular-punched hole is on the top right corner of the mailing card when you receive an item.
- When you are finished with an item, turn the mailing card over so that the circular-punched hole is in the top left corner, replace the card in its holder on the outside of the mailing container, and drop it in the mail.

## **PATRON NUMBER**

Each patron receives a five-digit ID number that is used when materials are checked out to you. The ID number is located above the barcode - which is above your name and to the left on the mailing address card. Your patron number is also located above your name on this mailing.

## **SERVICE PREFERENCES**

USL offers a variety of service preferences. When books are returned, USL can send the same number of items back to you in the mail, a specific number every week, every two weeks, or every month. USL can also send books only when

requested by phone, mail, or e-mail. The reading preferences in your Alaska account have been transferred to Utah, so you will continue to receive the type of books you enjoy. Patrons have the option of blocking an author, subject, etc. if requested, and reading preferences can be changed at any time. All subject categories can contain strong language, violence and/or explicit descriptions of sex. You may block any part of these using the following codes and criteria:

ST – Contains strong language

ST-S – Contains some strong language

VI – Contains violence

VI-S – Contains some violence

SE – Contains descriptions of sex

SE-S – Contains some descriptions of sex

SE-X – Contains some explicit descriptions of sex

ROX – Love stories, spicy romance

XXX – Contains explicit descriptions of sex

## **EQUIPMENT AND FORMATS AVAILABLE**

**Digital Players** – Alaska provides digital players that play the special format audio books you receive from USL. The digital players are light weight and have top grade sound quality. The audio cartridges are played in the digital player. The “bookshelf” feature in the player is available to navigate cartridges that have more than one title on them.

Patrons can search and order books from our online catalog at:

<http://blindlibrary.utah.gov>. Please contact the Library to set up your password to order books online.

**Braille** – USL has thousands of titles of bound Braille. Patrons may also sign up to download Braille book files from BARD, the NLS downloadable book site.

**Large Print Books** – Thousands of commercially published large print book titles are available for checkout.

**Magazines** – USL provides a variety of magazines in Braille, in audio and large print formats. Magazines can also be downloaded from the NLS BARD site. Audio magazines have a shorter loan period than books.

## **DAMAGED OR LOST/STOLEN MATERIAL**

If an item is damaged or becomes lost or stolen, please notify USL staff so that another book can be shipped immediately and the damaged item may be returned. Do not attempt to repair items.

## **LOAN POLICY**

USL circulates books to eligible individuals who are registered with the program. Patrons who use the service also accept the responsibility of caring for the books. You may check out up to 20 books in Braille or large print, and 30 digital audio books at a time. All material is delivered as Free Matter for the Blind by the U.S. Postal Service. The loan period for books is six to eight weeks.

You must borrow at least one book or magazine a year from the Library to retain the use of borrowed equipment. Materials received from sources other than the Library do not qualify for continuance of service.

All Patrons receive the Library's newsletter, SeeNote. This newsletter is available in large print, Braille or e-mail. You will automatically receive the large print version of the newsletter. If you would prefer a different format, please contact the library to change this.

## **OTHER SERVICES**

**Orbit iBill Currency Reader** - The Federal Bureau of Engraving and Printing is distributing the Orbit iBill Currency Reader to blind and visually impaired individuals. The iBill Currency Reader recognizes all U.S. bills in circulation, \$1-\$100. The corner of the bill is fitted into a slot on the currency reader, where it is scanned. Within seconds the denomination is announced. The denomination announcement can be set to verbal or tonal, depending on user preference. The application to request an iBill reader is available from one of the following websites: <http://loc.gov/nls/other/currencyreader/index.html> or <http://www.moneyfactory.gov/uscurrencyreaderform.html> . You may also call the Bureau of Engraving and Printing to request an application, the phone number is: 1-844-815-9388.

## **DOWNLOADABLE AUDIO AND BRAILLE BOOKS**

Braille and Audio Reading Download – BARD has thousands of digital audio and Braille books, and magazines!

To download books from BARD you will need:

- A high-speed Internet connection
- An e-mail address
- Knowledge of navigating the Web, filling out online forms, downloading large items and unzipping files.

Apply online at: <https://nlsbard.loc.gov>

There is also a BARD app available for your Mac mobile device (iPhone, iPod Touch and iPad). The BARD mobile app can be downloaded from iTunes once you are registered for BARD. The app is easy to use and provides access to thousands of audio and Braille book files. If you use a Mac device and are interested in the app, contact the Library. An Android version of the app is currently in development.

### **USL ONLINE CATALOG-KLAS**

KLAS allows you to search for and order books in Braille, audio book and large print directly from the Library. LDS books and children's books can also be found in KLAS Catalog. Call or email the Library to sign up to order books online. A temporary PIN has been put in for you to use when ordering online. This PIN is your four-digit year of birth.

### **SHELF DOWNLOADABLE AUDIO BOOKS**

USL's locally produced audio books are downloadable via the SHELF site located in our online KLAS catalog. The books are downloaded from SHELF the same way you would download BARD books. Call or email the Library to sign up to use the SHELF site.

### **HELPFUL USL STAFF**

USL's Reader Advisors can help with:

- Requesting books and magazines
- Information about titles, subjects or authors
- Reading a book series in chronological order
- Questions about downloading books
- Questions about your service, patron ID or password
- Name, address, phone number or e-mail address changes
- Returning materials you are not using
- Your desire to discontinue or put a hold on your service

### **ALASKA PATRONS**

The Utah State Library Division provides books and magazines to Alaska residents. Applications for service and equipment are handled by the Alaska State Library. To contact the Alaska State Library Talking Book Center call 1-800-776-6566; in Anchorage 269-6570 or email [tbc@alaska.gov](mailto:tbc@alaska.gov).