

Utah State Library

Program for the Blind & Disabled

Patron Handbook for Alaska, Utah and Wyoming

Blind and Disabled Program

250 N 1950 W, Suite A
Salt Lake City UT 84116-7901
801-715-6789
Utah Toll-free 800-662-5540
Outside of Utah Toll-free 800-453-4293

blindlibrary.utah.gov



INTRODUCTION

The Utah State Library (USL) Program for the Blind and Disabled provides materials in formats accessible to the blind and disabled. Books and magazine are available in Braille, large print, and digital audio 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: (801) 715-6789 or Utah Toll-free 1-800-662-5540, or Outside of Utah Toll-free 1-800-453-4293.

You may also email the Library at 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 is available and specifies who is eligible at:

http://blindlibrary.utah.gov/apply_for_service/instructions.html

Eligible individuals in Alaska and Wyoming need to apply through their local offices as outlined on pages 6 and 7 in the Handbook.

RECEIVING ITEMS IN THE MAIL

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

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

For local patrons, books and equipment can be checked out in person at the Library during our business hours. If you phone in your order in advance, you can pick up your order that same day at USL. The loan period for all books is six to eight weeks.

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.

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. USL can send a specific number every week, every two weeks, or every month. USL can also send books only when requested by phone, mail, or email. Reading preferences also can be changed at any time. Patrons have the option of blocking an author, subject, etc. if requested. 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

Contact USL to adjust any of your service preferences.

EQUIPMENT AND FORMATS AVAILABLE

Digital Players – USL provides Utah and Alaska patrons with digital players that play the special format audio books you receive from us. 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.

Wyoming patrons receive equipment through Wyoming Vision Outreach Services. For new or replacement equipment, contact the office over your county. A list of these offices is included on page 7 of this handbook.

Patrons can search and order books from our online catalog at: <http://blindlibrary.utah.gov>. Please contact the Library to set up your user ID and 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 player or book can be shipped immediately and the damaged item may be returned. Do not attempt to repair items.

LOAN POLICY

USL circulates books and equipment to eligible individuals who are registered with the program and institutions that serve eligible patrons. Patrons who use the service also accept the responsibility of caring for books and equipment. 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.

Library of Congress limits the amount of equipment each individual patron is allowed to have as one (1) of each format available, except in certain circumstances. Patrons are required to return any additional equipment.

You must borrow at least one book or magazine a year from the Library, either physically or downloaded from BARD, to retain the use of borrowed equipment and/or remain active for service. 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 Email. You will automatically receive the large print version of the newsletter unless you have indicated otherwise on your application. 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 reader is roughly half the size of a smart phone. The corner of the bill is fitted into a slot on the 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.

NFB-NEWSLINE® – *Available to Utah patrons only*-provided through the National Federation of the Blind (NFB), the Newsline service offers access to over 300 daily newspapers and 22 magazines, including the Salt Lake Tribune and the Deseret Morning News. Using a touch tone phone, patrons dial a toll-free number to access the Newsline system, enter their ID number and security code to access the menu of newspapers and articles. Utah patrons may call the Library to sign up for this service, or apply online at: www.nfbnewsline.org.

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) and Android devices. The BARD mobile app can be downloaded from iTunes (Mac) and Google Play (Android) 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 are interested in the app, contact the Library.

USL ONLINE CATALOG-KLAS

KLAS allows you to search for and order books in Braille, audio books 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.

SHELF DOWNLOADABLE AUDIO BOOKS

USL's locally produced audio books are downloadable via the SHELF link 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, 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
- A player or book that does not work properly or is lost or stolen
- Name, address, phone number or e-mail address changes
- Returning materials or equipment you are not using
- Your desire to discontinue or put a hold on your service

ALASKA PATRONS

The Utah State Library Division provides books, magazines and equipment to Alaska residents. Applications for service are handled by the Alaska Talking Book Center. To apply for library services, please contact Alaska at 1-888-820-4525 or email tbc@alaska.gov. Applications and other information on services are found on their website at <http://talkingbooks.alaska.gov>.

As an Alaska patron, if you need equipment or your machine needs repair or replacement, please contact USL. Alaska patrons who originally received their equipment from Alaska, please return or exchange to Utah, as we have assumed all of Alaska's equipment. If you have any questions regarding your equipment, please contact USL.

WYOMING PATRONS

The Utah State Library Division provides books and magazines to Wyoming residents. Applications for service and equipment are handled by the Wyoming offices of Vision Outreach Services.

To apply for services, or if your equipment needs repair, please contact one of these offices:

Northwest Region (Big Horn, Hot Springs, Park, Washakie counties)

1201 E 7th Street

Powell WY 82435

Phone: (307) 754-2147

Northeast Region (Campbell, Crook, Johnson, Sheridan, Weston counties)

2161 Coffeen Ave Ste #603

Sheridan WY 82801

Phone: (307) 672-6129

West Central Region (Fremont, Lincoln, Sublette, Teton, Uinta counties)

320 W Main

Riverton WY 82501

Phone: (307) 857-9268

Central Region (Converse, Natrona, Niobrara counties)

539 S Payne

Casper WY 82609

Phone: (307) 265-8818

Southwest Region (Albany, Carbon, Sweetwater counties)

215 W Buffalo St Rm #325

Rawlins WY 82301

Phone: (307) 324-5333

Southeast Region (Goshen, Laramie, Platte counties)

2300 Capital Ave Rm #144

Cheyenne WY 82002

Phone: (307) 777-7274

DONATIONS

Library service at USL is provided through a combination of federal and state tax dollars. Some USL patrons have asked if they can make donations. A donation is optional but USL does accept donated funds. They are typically used for special projects and equipment.

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FREE MATTER FOR THE
BLIND OR DISABLED

Return Service Requested