



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Services for the Blind and Physically Disabled  
APPENDIX: #11

PAGE: 1 of 5

The National Library Service for the Blind and Physically Disabled (NLS) provides a collection of more than 5,000 digital "talking book" titles for all ages as well as the special player needed to listen to them. The books can be mailed for free to Guam, Mariana Islands, and Micronesia residents who have difficulty reading standard print, or who are unable to hold a book. Learn about our services and programs for yourself, for a family member, or a friend.

**Orientation of Services:**

- Applications:
  - Individual
  - Institutional
  - U.S. Currency Reader Program
  - Braille and Audio Reading Download online service (BARD) – Patrons with an email account are eligible for service. Visit [nlsbard.loc.gov](http://nlsbard.loc.gov) and follow the link to "BARD application instructions" to complete an online application, and you will be contacted by our network library after submitting the application.

**Certifying Author:** In cases of blindness, visual impairment, or physical limitations, "competent authority" is defined to include:

Doctors of medicine: doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private 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 person whose competence under specific circumstances is acceptable to the Library of Congress.

In the case of [reading disability](#) from organic dysfunction, competent authority is defined as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.

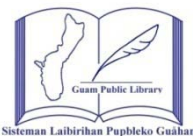
In the case of a reading disability from organic dysfunction, competent authority is defined as only doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.

Public Law 89-522: Eligibility of Persons with Reading Disabilities

The [current federal regulation](#) for this national free library service is set forth in the *Federal Register* for June 7, 1974, as amended October 2, 1981 (Title 36, Section 701.10). Individuals with reading disabilities are not expressly covered by this statute. Under [Public Law 89-522](#), only persons whose reading disabilities are physically based are eligible for the NLS talking-book program. Furthermore, readers must be "certified by competent authority [described below] as unable to read normal printed material as a result of physical limitations, under regulations prescribed by the Librarian of Congress for this service." An individual whose reading disability does not have a physical origin is not eligible.

Applications for service from individuals claiming a reading disability based on a physical disability must establish the following facts:

- the reading disability is of **sufficient severity** to prevent reading regular printed material in a normal manner
- the cause of the disability is **physically based**; that is, it is an organic dysfunction
- the person certifying the application is **medically able** to judge whether the disability has a physical or organic basis



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Services for the Blind and Physically Disabled  
APPENDIX: #11

PAGE: 2 of 5

The following groups of individuals are not automatically eligible: those who have learning disabilities, dyslexia, attention deficit disorder, attention deficit-hyperactivity disorder, chronic-fatigue syndrome, autism, functional illiteracy, or developmental disabilities, unless accompanied by a specific visual or physical disability.

- **BARD (Braille and Audio Reading Download online service)**

- What is BARD? BARD, the Braille and Audio and Reading Download from the National Library Service for the Blind and Physically Handicapped (NLS), is a web-based service that provides access to thousands of special-format books, magazines, and music scores. BARD is password-protected, and all files are in an electronic downloadable form of compressed audio or formatted braille. BARD is operated as a partnership between NLS and its network of cooperating libraries in the United States and its territories. NLS maintains the website, uploads titles, and supplies libraries with circulation statistics. Network libraries approve reader applications, respond to reader inquiries, and provide technical support.
- Eligibility to use BARD and how to sign up: All active NLS patrons with an email account are eligible for BARD service. NLS patrons may visit [nlsbard.loc.gov](http://nlsbard.loc.gov) and follow the link to "BARD application instructions" to complete an online application. They will be contacted by their local cooperating library after submitting the application. Eligible readers may call 1-888-NLS-READ (1-888-657-7323) or visit [www.loc.gov/nls/find.html](http://www.loc.gov/nls/find.html) to locate their local cooperating library. Eligible institutions who provide NLS services or whose primary purpose is to produce braille books for the use of eligible readers in the United States may also access BARD. The nearest cooperating library may be contacted for more information.
- Patrons using a digital machine can download digital books from the internet to their computer or iOS apps available for iPhone, iPad, and iPod touch device.

- **U.S. Currency Reader Programs (iBill):**

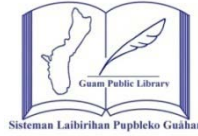
The currency reader, called the iBill Talking Banknote Identifier, is a compact device that announces a note's value by voice, pattern of tones, or pattern of vibrations. Users insert a bill into the device and press the button on the device's side to have the denomination identified. The currency reader does not identify foreign or counterfeit banknotes.

- **Talking Book Topics and Magazines**

*Talking Book Topics* is published bimonthly in audio, large-print, and online formats and distributed at no cost to participants in the LOC reading program for people who are blind or have a physical disability. An abridged version is distributed in braille. This periodical lists digital talking books and magazines available through a network of cooperating libraries and carries news of developments and activities in services to people who are blind, visually impaired, or cannot read standard print material because of an organic physical disability.

The annotated list in this issue is limited to titles recently added to the national collection, which contains thousands of fiction and nonfiction titles, including bestsellers, classics, biographies, romance novels, mysteries, and how-to guides. Some books in Spanish are also available. To explore the wide range of books in the national collection, visit the *NLS Union Catalog* online at [www.loc.gov/nls](http://www.loc.gov/nls) or contact your local cooperating library.

*Talking Book Topics* is also available in large print from your local cooperating library and in downloadable audio files on the NLS Braille and Audio Reading Download (BARD) site at <https://nlsbard.loc.gov>. An abridged version is available to subscribers of *Braille Book Review*.



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Services for the Blind and Physically Disabled  
APPENDIX: #11

PAGE: 3 of 5

- **Equipments, collections resources, and home bound delivery**
  - Free delivery of library materials to individuals who are homebound due to disability
  - Special device to help people who are hearing impaired, an amplifier/headphone combination that produces sound up to 130 decibels
  - Book selections on fiction and non-fiction
  - Equipments and accessories is provided for as long as the patron is eligible for the service and as long as they actively use the equipment to read books and magazines produced by NLS or a network library
  
- **ADA Computers:**
  - The magnifier is a default program on windows. We have the large print keyboards and the Braille display should anyone request to use, table accessible for wheelchairs.
  
- **Registration:**
  - Maintains patron confidentiality
  - Updates patron on-line records, as address, name, and reading-interest changes become know
  - Keeps a current, accurate online patron record
  - Initiates service to new patrons by adding patron records to GPLS database
  - Register/update patron applications according to National/GPLS rules and regulations
  - Assist patrons to order materials from new monthly catalogs when necessary; retrieve materials for patrons from collections; explain the steps to operate machines to new patrons; generally keep good rapport with all patrons receiving this service
  
- **Lending of materials, equipments, and classes of borrowers:**

Borrowers

  - Veterans: In the lending of books, materials and playback machines, preference shall be given at all times to the needs of the blind and other physically disabled persons who have been honorably discharged from the armed forces of the United States
  - Institutions: Reading materials and playback machines for the use of blind and physically disabled persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals and to schools for the blind or physically disabled for the use of such persons only. Reading materials and playback machines may also be used in public or private schools where disabled students are enrolled. However, the students must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.

Digital Talking Book Loans:

- The loan period for all recorded books is 60 days, or before the 60 days. Extensions to the 60 day limit may be requested on a case-by-case basis circumstances which prevents meeting the 60 day limit and not a matter of convenience.
- There are no fees or fines for overdue books, however, borrowers are urged to observe the loan period so books can be available for other readers.
- An active patron may have a maximum of 30 books (digital) at any given time. This maximum may be lower depending on the individual circumstances. No additional books will be sent until books are returned.



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Services for the Blind and Physically Disabled  
APPENDIX: #11

PAGE: 4 of 5

Equipment Loans:

- The loan period for audio playback machines and accessories is for as long as the patron is eligible for the service and as long as they actively use the equipment to read books and magazines produced by NLS or a network library.
- In the event that the equipment ceases to function properly or needs repair, including the failure of the battery to recharge, return it to the GPLS and a replacement will be provided.
- If at all possible, include a note in the returned playback machine giving a brief description of the problem.
- Under no circumstances shall a patron attempt to repair the audio playback equipment or accessories, or any other books and materials.

Collections:

- Selects books and/or magazines in special media format for patrons.
- Maintains patron reserve lists
- Provides patron information & advice on LBPH services as well as information on services available from other related agencies and organizations
- Assist patrons to order materials from new monthly catalogs when necessary
- Retrieve materials for patrons from collections

**Incoming Mail/Filing:**

- Record all incoming items/materials accordingly to GPLS-NLS policies and procedures.
- Check in/out all Digital Talking Book tapes (DTB), Braille and other related materials according to the policies and rules & regulations set by the GPLS and National Library Services for the Blind and Physically Handicapped (LBPH)
- Arrange all talking book tapes DTB numerical order; Braille and other related materials in DDC order
- Maintain a neat and orderly LBPH Room to provide easy access

**Outreach Programs:**

- Participate in outreach programs to increase community awareness of the free service

**Required Reports:**

Keep statistics to provide the Director/Librarian, and/or Library Technician Supervisor/Library Technician II:

- Keep inventory of materials for requests from other states and mailing off excess tapes according to the National List.
- GPLS-LBPH "In-House" (Weekly, Monthly and Annual)
  - Circulation, Incoming, Equipments, Homebound
- Regional Library, Hawaii:
  - Monthly Equipment Report
  - Inventory of Equipment
- NLS (Semi and Annual)
  - Readership and Circulation reports
  - Budget and Miscellaneous Reports/Annual Survey Statistics (Library information, budget, staffing, collections, misc.)
- Recall Listing/Disposal/Recycling: DB (Digital Books)
- Works with other GPLS staff to complete service initiation according to GPLS policies/rules & regulations



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Services for the Blind and Physically  
Disabled  
APPENDIX: #11

PAGE: 5 of 5

Regional Library – Hawaii:

- Remain in constant communication and correspondence with the Regional LBPH in Hawaii for up-to-date nation-wide policies, trends, and news
- Inventory Talking Book Machines, coordinate with Regional LBPH in Hawaii for replacement when needed

Other Duties:

- Explain the steps to operate machines to new patrons
- Keep good rapport with all patrons receiving this service
- Maintain and update all reports and applications
- Represent GPLS to meetings, conferences, etc.
- Conduct Library Tours, and GPLS-NLS presentation
- Work with other GPLS staff to complete service initiation according to GPLS policies/rules & regulations