

# Utah State Library

Program for the Blind & Disabled

## Patron Handbook for Alaska, Montana, 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](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 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. Our website is  
blindlibrary.utah.gov. 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 is available and specifies who is eligible at: <https://blindlibrary.utah.gov/about/apply/>

*Eligible individuals in Alaska, Montana, 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 mailing label located within a label holder on the outside of the container. This label has a list of books on the reverse side.

When you are finished with an item, remove the paper mailing label. Our address is on a silver sticker affixed to the case. Drop the case in the mail.

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

## **BOOK NAVIGATION**

To move from book to book on the cartridge, use the bookshelf feature. Turn on your player and insert the digital cartridge. The player will tell you the number of books on this cartridge. Hold down the green square Play/Stop button for 4-5 seconds until player says "Bookshelf". Release the green square button. Tap the Fast Forward or Rewind button (on either side of the Play/Stop button) to move from book to book. The player will announce each title. When you find the book you want, tap play to start.

## **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, Alaska, and Montana 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.

Wyoming patrons receive equipment through the 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 request an **NLS digital braille e-reader** with a refreshable braille display to download digital 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 20 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 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. If you would prefer a different format, contact the library to change format.

## 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. 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 and Montana 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, or apply online at: [www.nfbnewsline.org](http://www.nfbnewsline.org). Montana patrons may contact the Montana Talking Book Library at 406-444-5352 or [mtbl@mt.gov](mailto:mtbl@mt.gov).

## 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 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, press 1, or email [tbc@alaska.gov](mailto: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.

## **MONTANA PATRONS**

The Utah State Library Division provides books, magazines and equipment to Montana residents. Applications for service are handled by the Montana Talking Book Library. To apply for library services, please contact Montana at 406-444-5352 or [mtbl@mt.gov](mailto:mtbl@mt.gov). The application can be found on their website: <https://msl.mt.gov/tbl/>. As a Montana patron, if you need equipment or your machine needs repair or replacement, please contact USL. Montana patrons who originally received their equipment from Montana, please return or exchange to Utah, as we have assumed all of Montana'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:

Casper Office: covers upper east Wyoming  
539 South Payne Ave  
Casper, WY 82609  
(307) 265-8818

Cheyenne Office: covers lower east Wyoming  
122 West 25th Street, Suite 200  
Cheyenne, WY 82002  
307-777-7256

Powell Office: covers upper west Wyoming  
Northwest College  
231 West 6th Street Building 1  
Powell, WY 82435  
(307) 754-2147

Lander Office: covers lower west Wyoming  
215 Lincoln  
Lander, WY 82520  
(307) 856-5652

## **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 and USL does accept donated funds. Donated funds are typically used for special projects and equipment.

Utah State Library  
for the Blind and Disabled  
250 N 1950 W Suite A  
Salt Lake City UT 84116-7901

FREE MATTER FOR THE  
BLIND OR DISABLED

Return Service Requested