

SUMMER 2017

Illinois State Library
TBBS
300 S. Second St.
Springfield, IL 62701-1796



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Secretary of State
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TBBS NewsLink is available in braille and large print, on NFB-NEWSLINE, via email by contacting the State Library or on the Talking Book and Braille Service (TBBS) website at **www.ilbph.org** (click TBBS NewsLink).

Viewing your library account

The TBBS online catalog, available at <https://webopac.klas.com/il1aopac/>, allows anyone to search and browse the collection. Patrons with a personal ID and password can order books and review their library account. Information you can view or modify on your library account includes, but is not limited to:

- The date you joined TBBS.
- Number of items and titles of books you currently have checked out.
- Number of items and titles you have on your request list.
- Number of items and titles you have on your reserve list.
- Titles of your magazine subscriptions.
- Contact information including address, phone number, email address and alternate contacts.
- Likes and dislikes including authors, subjects, narrators and series.
- Reading history.

Contact TBBS at 800-665-5576, ext. 1 or isl.tbbs@ilsos.info to get a personal ID and password to use on the TBBS site. Please contact us when changes or updates need to be made to your account information.

Borrowing etiquette

Just like in a public library, the number of copies TBBS retains of each title varies according to the book's subject, author, age and expected demand. Lower number titles (those below DB 67000) were originally issued on cassette. Although they can be downloaded from BARD, TBBS has to make digital copies of these books or order them through interlibrary loan for patrons requesting copies by mail. TBBS needs your help to keep books with limited quantities circulating freely. Please practice good book borrowing etiquette by following these guidelines:

- Return each book as soon as you have finished reading it — someone else may be waiting to read that title.
- Read lower number books first because fewer copies are available.
- Abide by the six-week loan period.
- Renew a book once by calling your service center if you do not finish it by its due date.
- Do not hold on to a book for months because you want to reread it. You can always request it again or ask your Reader Advisor how to obtain a permanent copy.

Active status reminder

The National Library Service (NLS) requires patrons to receive materials or services from TBBS or NLS once a year to maintain their active status. An account is considered active when the patron receives at least one audio or braille book or magazine, descriptive video or Old Time Radio Show by mail, or downloads one item from BARD during this time period. After one year of inactivity, a patron's account will be suspended and TBBS will request the return of all library materials and equipment. BARD accounts are also suspended after one year of nonuse; however the patron's regular account will remain active if the patron is still receiving materials by mail.

Often patron accounts are suspended because the patron's address is no longer valid and TBBS is unable to contact the patron. Please keep your address, phone number and email up to date and provide the name and phone number of an alternate contact in case we are unable to reach you.

Book selection by service type

TBBS has three service types: auto select, request list and on-demand. The service type you choose determines how the computer program selects your books.

Auto select is the best type of service to ensure regular delivery. Each time you return a book a new one is sent automatically. The computer first checks your request list of titles. If there are no titles listed or available, the computer moves on to your preferred genres, authors and subjects, until it finds a book to send. There should only be a problem receiving books if your current preferences are too limited. For example, if you only want westerns and have borrowed everything in the collection, the computer will not be able to find anything new to send. Your Reader Advisor can suggest other subjects to try or make changes that will allow you to restart those westerns if you do not mind reading them again.

The request list is the best type of service if you want to choose your own books and have them sent automatically. It is your responsibility to mail, email or call in book orders frequently to add to your request list. The list should be lengthy so the computer can always find an available title to send. Remember that books listed in the most recent Talking Book Topics are in high demand, so copies may not be available immediately. You will not be sent any books if your request list is empty or no titles are available.

On-demand service should only be used if you seldom need books and want to read specific titles at a specific time. This service option is the most restrictive and time-consuming for the user. Books are never sent automatically, even if they are on your request list. Every time you want a book you will have to contact TBBS and request a specific title be assigned to go out the next day, if available.

Senior Center Without Walls

Senior Center Without Walls is a national program offering activities, education, friendly conversation and an assortment of classes and support groups to older adults from the comfort of their own homes. This innovative model allows older adults the opportunity to play games, write poetry, go on virtual tours, meditate, share gratitude, get support and, most importantly, connect and engage daily with others across the county. Program materials are available in print, audio and braille. All groups are accessible by toll-free phone or online. To learn more, call 877-797-7299 or visit the website at www.seniorcenterwithoutwalls.org.

Lyric Opera of Chicago

Lyric Opera strives to make the opera experience accessible for all patrons by providing services for those who may need assistance. Once a ticket is purchased, the patron can make use of accessible seating, assistive listening devices, braille and large-print programs, high-powered opera glasses and other features at no additional charge. Of special note are the touch tours offered before audio

described performances. During these tours, patrons will spend 20-30 minutes in the theater while the audio describer talks about the sets for each act, as well as the actors/characters. Another 30-40 minutes are spent on stage and give patrons the chance to hold/feel the costumes and props. If the set allows, patrons can walk and explore parts of it as well. For more information call Lyric's Audience Services department at 312-827-5700 or visit www.lyricopera.org/accessibility.

Many museums, parks, theaters and other venues offer similar accessibility accommodations. Patrons should always check prior to attending to learn what services are available.

Toll-free numbers

- Illinois State Library TBBS.....**800-665-5576, ext. 1**
800-757-4654 (Chicago Residents only)
- Illinois Talking Book Outreach Center.....**800-426-0709**

The announcement of products and services in this newsletter should not be considered an endorsement or recommendation by the Illinois State Library Talking Book and Braille Service. Products and services are listed free of charge for the benefit of our readers. TBBS cannot be responsible for the reliability of products or services mentioned.

ILLINOIS STATE LIBRARY TALKING BOOK AND BRAILLE SERVICE



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