

Texas Talking Book Program Demonstration Site Policy

Thank you for agreeing to promote the Talking Book Program (TBP) in your community by becoming a demonstration site. Please review the following information explaining the policies and procedures of our demonstration site program. We are currently in the process of phasing out cassettes and cassette playback machines and replacing them with digital materials and machines, which are more durable, smaller, easier to use, and have better sound quality. Your help in promoting our program is much appreciated.

A. Demonstration Site Materials:

All demonstration sites will receive the following items, which will arrive in separate mailings:

1. One digital talking book machine (DTBM) for use with TBP cartridges; or one DTBM and one cassette playback machine (CBM) for use with TBP cassette magazines.
2. Two digital cartridges (one book in English and one book in Spanish). If a CBM is assigned, one cassette magazine will also be sent.
3. A Promotion Packet of applications (10 English, five Spanish) and promotional materials (25 brochures, 25 bookmarks, and two posters), a Tip Sheet on how to promote the Talking Book Program in your community, and a statistics form to record each time you demonstrate the program (you may copy or request more applications).
4. A Welcome Packet that contains information on the program, how to care for your machine(s), and catalogs of available materials.

B. Getting Started:

1. When the DTBM arrives, press each button to learn its function. A user guide can be accessed by holding down the "Play" button for 7 seconds. If you need further assistance, please call us at 1-800-252-9605.
2. Please read the Welcome Packet carefully, as it will provide valuable information on how to care for the machine, how to keep it charged, how to get a replacement, etc.
3. **Do not discard the box** that the playback machine arrives in. If your machine breaks or is defective, you will need the box to return it to us postage-free. We will send a replacement to you at no charge.

By signing the application, you agree to the following policies:

C. Using the Playback Machine:

1. The playback machine and all audiobooks must remain at the demonstration site at all times.
2. The playback machine and audiobooks are for demonstration purposes only.
3. These items may not be used for research or recreational use by patrons or staff.
4. These items may not be checked out to anyone for any purpose other than demonstration.

5. The machine and audiobooks may be demonstrated to anyone interested in the Talking Book Program. This includes eligible users, friends, family, or even the merely curious.

D. Staying Active in the Program:

1. If the designated contact person for your demonstration site changes, either call us to provide the name of the new contact person *or* return the playback machine and all cassettes to the Talking Book Program.
2. We will contact you through regular mail twice a year (March and September) to ensure that you wish to remain an active demonstration site.
3. For suggestions on how to promote the program, see the flyer titled “Tips on How to Promote the Talking Book Program in your Community” (included in your Promotional Packet) or go to our website: www.TexasTalkingBooks.org. You may also contact the Public Awareness Coordinator of our program at 1-800-252-9605. We will be glad to assist you in finding ways to tell your community about your demonstration site and services provided by the Talking Book Program.

E. Reporting Statistics to Us About Your Site:

1. We have provided a statistics form in your Promotional Packet to record each time you demonstrate the program and to how many people. You will be asked to send us this information twice a year.

F. Reporting Problems With Equipment And Cassettes:

1. If an audiobook breaks or is defective, contact a Reader Consultant at 1-800-252-9605 and request a replacement. When returning the defective book, place a rubber band around the broken cartridge. Flip the mailing label that came with your cassette box over so that the State Library’s address shows, and mark an “X” on the upper left hand corner of the label. Replacements are not automatically sent when broken books are returned, so it is important to call to ensure a replacement.
2. If you need to return a machine to be repaired or replaced, place the machine in its original packaging and return it postage-free. To ensure prompt delivery of a replacement machine, contact a Reader Consultant at 1-800-252-9605 before returning the defective machine.

G. Discontinuing Participation in the Demonstration Site Program:

If you wish to discontinue being a demonstration site, you should:

1. Call the Talking Book Program at 1-800-252-9605 to let us know, then send back all equipment and books that are checked out to you. Use the box(es) that you have retained to send back the playback equipment and place the audiobooks in their plastic boxes. Send these items out with your regular mail. You may keep posters, brochures, and other promotional items if you wish.

On behalf of the Talking Book Program of Texas, thank you again for becoming a demonstration site. We look forward to working with you to reach eligible patrons in your communities. If you have any questions, please call us toll-free at 1-800-252-9605 or email us at tbp.services@tsl.state.tx.us, and we will be happy to assist you.

**TALKING BOOK PROGRAM
Texas State Library
and Archives Commission
LIBRARY SERVICES FOR PRINT
IMPAIRED PERSONS**

Call toll free 1-800-252-9605; in Austin, 463-5458
Hours: M-F 8:00 to 5:00



DEMONSTRATION SITE APPLICATION

The Texas State Library and Archives Commission (TSLAC) provides library services to Texans who cannot read standard print due to a visual, physical, or reading disability. Institutions that wish to promote this free service may register as demonstration sites. To register, complete the application below and return it to the **Talking Book Program, PO Box 12927, Austin TX 78711-2927.**

Please read the additional information enclosed before completing this application.

PRINT CLEARLY OR TYPE

Name of Institution _____

please print

Address _____

city

state

zip

E-Mail Address _____

Phone _____

area code

phone

ext.

Languages:

English

Spanish

Others (specify) _____

Contact Person* _____

Institution's Agent/Representative* _____
(if different than contact person)

***Note: The Contact Person is the person who will oversee demonstrations; the Institution's Agent/Representative must be a person (the Library Director, for instance) who is authorized to enter into contracts on behalf of the institution.**

As a representative of the institution listed above, I understand that this institution is responsible for all reading materials and equipment provided to the institution by the Talking Book Program. I certify that books and machines will not be transferred, nor used for purposes other than demonstrations. I further certify that if, at any time, this institution no longer performs demonstrations, all materials and equipment will be returned. I will ensure that TBP be notified if the designated contact person changes. I agree to abide by TBP's rules and policies as they pertain to demonstration sites.

Signature _____ **Date** _____

Title _____

Signature of Contact Person _____
(if different than institution's representative)

Please advise TBP if the contact person should change.