**Winter 2010 Newsletter of the Wisconsin Talking Book and Braille Library**

**Overdue Items**

We at the library know how much you enjoy the books we send you.

Sometimes people enjoy the books so much they forget to send them back!

This is a reminder to send your books back by their due date, which is two months from when you received them.

Please contact the library if you are unsure if you have any overdue items. This is important as we work on sending digital players to our request list.

We are finding some people are not receiving their players as fast as they should because they have too many overdue items. To receive a digital player your account must be in good standing. Good standing means that there are no overdue books on your record and that you have checked out at least one book or subscribed to one magazine in the past year.

It is also important to send back your items in a timely fashion because for the foreseeable future we will be limiting the number of digital books a patron can have at once to three (cassette books still have no limit, as long as you are in good standing). The reason for limiting the number of digital books (those that come in blue and gray boxes) is that we have a limited collection and need to ensure there are books available for everyone who wants one.

Again, if you have any questions about your account, please contact the library.

**Library Hours**

Happy New Year! Our library service hours will not change in 2010; however, we will be closed for a few additional days this year. Because the library is located in the Milwaukee Public Library, we will be closed during the City of Milwaukee's mandatory furlough days in addition to holiday closings. We will be closed the following days:

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| **Friday, January 1, 2010:** | **New Year's Day** |
| **Monday, January 18, 2010:** | **Martin Luther King Day** |
| **Friday, April 2, 2010:** | **Good Friday** |
| **Monday, April 5, 2010:** | **Furlough** |
| **Friday, May 28, 2010:** | **Furlough** |
| **Monday, May 31, 2010:** | **Memorial Day** |
| **Friday, July 2, 2010:** | **Furlough** |
| **Monday, July 5, 2010:** | **Independence Day obs.** |
| **Friday, September 3, 2010:** | **Furlough** |
| **Monday, September 6, 2010:** | **Labor Day** |
| **Thursday, November 25, 2010:** | **Thanksgiving Day** |
| **Friday, November 26, 2010:** | **Day after Thanksgiving** |
| **Friday, December 24, 2010:** | **Christmas Eve** |
| **Monday, December 27, 2010:** | **Christmas Day obs.** |
| **Friday, December 31, 2010:** | **New Year's Eve** |
| **Monday, January 3, 2011:** | **New Year's Day obs.** |

You can contact the library by phone at our toll-free number: 1-800-242-8822, Monday through Friday from **9:00 a.m. to 4:45 p.m.** If you call before or after those hours you may leave a voicemail message. Please leave a detailed message **including the spelling of your first and last name**. If you would like someone to contact you, please leave your telephone number **with area code**. We will return your call on the next business day.

**Special Notice About Digital Machines**

Our friendly Audio Machine Technicians would like to remind you that if you send back your digital machine for any reason to please send it back in the cardboard box it came in and include the Styrofoam it was packaged in. **Please do not throw out these materials!**

**Using the Internet to Manage your Account**

If you or a loved one has access to a computer and the internet, there are special things you can do online to help manage your account. Listed below are instructions on how to search for books online and how to download books if you have a digital player. Also, make sure to take a look at our website which lists library information and also has a downloadable application (in case you want to share our information with a friend). The library website is [Talkingbooks.wi.gov](http://talkingbooks.dpi.wi.gov/).

**Accessing the WTBBL Online Catalog**

If you have access to computers and the internet and are interested in accessing the library's Online Public Access Catalog (OPAC), the direct link to the complete catalog is: [webopac.klas.com/wi1aopac](https://webopac.klas.com/wi1aopac/). This site defaults to the Basic Search screen. With this site you can search to see what items we have (this includes not only our books, but our movies as well) and also order items to be sent to you.

No special password or login is required when browsing the catalog. But, you do need a User ID and Password to look up your information and to place requests for books. Please call or email the library for your ID and Password.

Once you have your login ID and password, go to the "Patron Information" link located in the blue column to the left to log in.

Here are some simple instructions on how to order books once you are logged in:

* To place an order on the OPAC, search the catalog and note the RC or DB numbers of desired items.
* Then click on "Place Requests".
* Enter the desired RC or DB numbers in the white box and hit enter after each.
* When the list is completed, click the "Add to Book Basket" button to complete the requests.
* Click Log Off/Start Over to end the session

**Downloading Books from the National Library Service, Braille and Audio reading Download (BARD) Site**

As people receive their digital players they may be interested in downloading books in addition to getting them in the mail. To do this you must have a high speed internet connection, an email address and be comfortable using your computer.

First you must register with BARD, Braille and Audio Reading Download, at: [https://nlsbard.loc.gov](https://nlsbard.loc.gov/cgi-bin/nlsbardprod/index.cgi). Once you are registered, use these suggestions from the Iowa Department for the Blind, and WTBBL staff member, Bill Graczyk, on how to download books:

**Getting started:**
To download books from the BARD site, borrowers need:

* High-speed Internet service such as DSL or cable
* Ability to download and unzip files
* An active e-mail address
* A player capable of playing NLS-produced digital talking books
* An NLS Digital Talking Book Player or another player capable of playing NLS-produced digital talking books

On the BARD site is a link to the online registration form. NLS will verify that the applicant is registered with an NLS-participating library. Readers then receive login information by e-mail.

* The login will be the e-mail address used to start the account
* A password will be assigned and will need to be changed the first time a borrower logs in

**Finding a book**
More than 16,500 audio books are now available for download at the BARD site. Many searching methods are available, including by author, title, subject, narrator, and keyword. Avid readers might prefer to check the "Recently Added" link to find new titles.

**Downloading a book for use on the NLS player**
Downloaded books and magazines will not play on a computer. However, users can copy the files to a USB flash drive and insert the drive in the USB port on the NLS player. Ordinary USB flash drives (also known as "thumb drives" or "jump drives") will work with the NLS player. Blank cartridges are expected to be available from other vendors this winter.

**Step-by-step instructions**
Create a new folder on your hard drive called "NLS Downloads," or something similar.

Once you have found a book on BARD, look at the end of each book annotation for a link labeled "Download." Magazine issues do not have an annotation, and the screen will display only a link labeled "Download Magazine" for each issue.

* **Press Enter on the "Download" link** for the desired book or magazine issue
* When asked whether to SAVE or OPEN, choose **SAVE**
* Save the book to the "NLS Downloads" folder
* The book will download. This may take from three to thirty minutes

Plug the flash drive or cartridge into your computer. Create a folder on the flash drive or cartridge with the title of the book.

When the download is completed, right-click on the zipped folder, click on "Extract All," and then direct the unzipped files to the cartridge or flash drive. You can put more than one book on a flash drive.

Play the book by plugging the flash drive into the USB port in the side of the NLS player. The port is covered by a little plug, which you should not worry about losing. Press the Play button on the Digital Player for three seconds to open the Bookshelf. You move from book to book on the Bookshelf by using the Rewind and Fast Forward buttons.

**Out of the Norm Authors**

In our last newsletter we suggested some authors who make for a nice, "cozy" read. This time around we do just the opposite; here we present some authors who aren't quite so "cozy." In fact, some are just downright weird.

These authors vary in their genres, from beatnik poetry to historical fiction, horror, dark comedy, fantasy and science fiction. *Be warned that most of these authors use sex, violence, and strong language in their books*. If this does not bother you, and you're looking for something a little "different" to read, try out these authors! The numbers in parentheses indicate how many books WTBBL currently has by the author.

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| Chuck Palahniuk ( 5 ) | Kurt Vonnegut Jr. ( 20 ) |
| Neil Gaiman ( 9 ) | Richard Bachman ( 3 ) |
| Jack Kerouac ( 10 ) | Philip K. Dick ( 17 ) |
| Dylan Thomas ( 5 ) | Anthony Burgess ( 20 ) |

**DVD and VHS Movies**

There is lots of exciting news about our movie collection! First, we are increasing the checkout time for our movies from one week to two and don't forget that earlier this year we increased the number of movies you can have out at one time to three.

The other exciting news is that we have increased our collections considerably! We just placed another large order and hope to have everything listed in a catalog by February 1st. Please contact the library if you would like to receive this catalog of all of our movies; we will send it out to you as soon as it is available. The list will be available in large print, Braille and cassette.

**BULLETIN BOARD** is published four times a year by the Wisconsin Talking Book and Braille Library. It is available in large print, Braille, and audio-cassette editions. The Wisconsin Talking Book and Braille Library makes no recommendations or endorsements concerning any products or services which may appear in this publication.

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