

Washington Talking Book & Braille Library
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Request for Audio / Braille Production

As a Regional Network Library of the National Library Service for the Blind and Print Disabled (NLS), the Washington Talking Book & Braille Library (WTBBL) is authorized under federal law to reproduce copyrighted materials in accessible formats for certified patrons of NLS libraries.

WTBBL adheres to a Collection Development Policy in determining which materials to produce in braille and audio formats. While the Librarians and staff of WTBBL are the primary selectors of materials for production, we also welcome suggestions of materials for production.

Before continuing, please review the Collection Development Policy. This is required before any request is made.

I have read and understand WTBBL's Collection Development Policy

Name _____ Phone _____

Date _____ Email _____

Address _____

City _____ State _____ Zip _____

Are you an author requesting your own work be produced? Y N

If 'Yes', please provide a copy of your work, and any reviews, along with this form, sent C/O Collection Development to WTBBL, making note if shipping from a 3rd party vendor. If your work contains images, please provide image descriptions, as these may be included in the production.* Please be advised that the copy provided may or may not be returned to you, and that if selected for production, we are unable to provide audio or braille copies to **anyone** (author included), other than certified patrons of NLS network libraries.

Has the work been professionally edited? Y N

Title of the Work: _____

Author: _____ Publisher: _____ Year: _____

In the space below, please describe how the work meets the criteria of the Collection Development Policy, the subject area(s) of the work, and how the work appeals to the broad community of NLS network library patrons:

LIBRARY USE ONLY	Status of Request: SFP / NSFP / FRN
Voyager & NLS Check <input type="checkbox"/>	NLS Declined <input type="checkbox"/> SNLS / NLSIP
Reviewer Initials: _____	Submitted to Committee? Y /N

*Need Help? Visit <https://www.accessiblepublishing.ca/a-guide-to-image-description/>