

INFORMATION : AUDIO SERVICE

THE INSTITUTE FOR THE BLIND FUNDS THE AUDIO SERVICE THAT CONSIST OF A LIBRARY SERVICE AND A MAGAZINE AND NEWSPAPER SERVICE

Pioneer Printers does audio recordings of books, magazines and newspapers on a weekly basis, duplicates it on a MP3 cd and offers it to visually impaired persons in SA. The audio reading books can be lent from the Pioneer School library, but the audio magazine and newspaper service is subject to an annual subscription fee. (See application form). The library service is closed over the school holidays while the newspaper and magazine service is scaled down over the December holidays. We would appreciate your feedback if you have any ideas, specific suggestions or complaints concerning our audio service.

SUBSCRIBING TO THE AUDIO SERVICE

In order to subscribe to the audio service you are required to complete the attached application form and send it back to us. Please Note: As per copyright requirement, this service is available only to visually impaired persons. Please inform us if your address has been changed or if you may consider suspending the audio service temporarily or permanently for some or other reason. All applications, requests or correspondence pertaining to the audio magazine and audio newspaper service, should please be forwarded to: Audio: Head of Department, Pioneer Printers, PO Box 994, Worcester, 6849. All enquiries regarding audio library books should be forwarded to: The Librarian, Pioneer School, PO Box 933, Worcester, 6849. Please indicate on the application form which magazine(s) / newspaper(s) / book(s) you may require. The Librarian will provide you with your chosen audio books. You are welcome to attach a list of books that you would like to read. The more books you list, the better the chance of us providing you with a book that you would like to read. It may happen that the librarian is compelled to send you a book that is not on your list as all the books on your list may already have been lent out.

READING AND RETURNING OF AUDIO LITERATURE

It is important to immediately read your audio magazines and audio newspapers on MP3 player or Daisy player and return it to us as soon as possible. If the audio literature is not returned promptly, you will receive a notice and the service may be postponed or suspended. The Librarian forwards two audio books on a cd per mailing. Once you have read the first audio book, please post it back to us immediately. Readers are requested to, if possible, keep the audio books for a period no longer than 14 days. Remember to turn the address card over in the pocket of the plastic cover to display our address on the front when returning the audio literature to us. Please do not wait until you have finished reading the second audio book. The mailing routine that reading material follows, ensures that you will always have a book in your home to read. Normally each individual title is dispatched in a separate holder. Books are only sent out once the entire book has been returned.

TECHNICAL FAULTS

Please inform us of any technical faults with audio books or magazines that you may experience, for example a damaged cd, poor sound quality etc. Please specify exactly what the fault may be.

MAINTAINING YOUR AUDIO BOOKS AND AUDIO MAGAZINE

Audio books and magazines may not be distributed amongst readers. The original subscriber carries the responsibility. In order for us to attend to and extend our growing base of readers, we are depending on your co-operation with regard to the maintenance of our audio books and magazines. Always keep in mind that the production of audio books and audio magazines is an expensive process. If audio books and magazines are continually returned to the library incomplete or damaged or if it seems that they are handled carelessly, you may be held responsible for a compensation fee.

HANDLING OF AUDIO BOOKS / AUDIO MAGAZINES

Mailing Holder All our audio books and audio magazines are packaged and distributed in a mailing holder. Each mailing holder may include one or more cd's in a plastic casing. An address card fits in the pocket on the holder. All you are required to do is to open the plastic holder, read/listen to your cd's and, after replacing them in their holders, turning the address card over in its pocket to display either the address of the Library or Pioneer Printers. No writing is required and your address cards can be used more than once. Do not scratch your address out on the card! If your address has changed do not change the address on the address card, but inform us promptly in writing / telephonically in notice of the change of address. Following this process will ensure no delays. The mailing is free of charge therefore there is a possibility of holders with cd's being lost in the post.

Detail on the mailing holder and plastic cd cover There will be no Braille or text label on the mailing holder or on the plastic cd holder – only the address card in the pocket of the mailing holder.

Number of cd's with plastic cover in the mailing holder One or more cd's may be in the mailing holder due to the audio magazine and audio newspaper consisting of a weekly cd with weekly audio magazine and audio newspaper content and a monthly cd with monthly magazines. The audio library may sometimes also distribute more than one cd in the mailing holder.

Detail printed on the cd No text or Braille labels will be pasted on the cd, but information will be printed on the outside of the cd.

Audio sounds on the cd All the sound recordings of the weekly audio magazine and audio newspaper will be on one cd and all the sound recording of the monthly magazines will be on a separate cd. You are able to select which magazine you would prefer listening to on each cd. The sound is divided into tracks on the cd to assist you with your choice of selection or to assist you with the search function.