

**LITBL/Suffolk Cooperative Library System**  
627 North Sunrise Service Road  
P.O. Box 9000  
Bellport, New York 11713-9000  
631-286-1600 (general information)  
866-833-1122 (Toll-Free - Nassau/Suffolk)  
631-286-4546 (TTY for hearing impaired)  
[www.suffolk.lib.ny.us/tbp](http://www.suffolk.lib.ny.us/tbp)



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## **ABOUT THE LONG ISLAND TALKING BOOK LIBRARY (LITBL)**

LITBL is a subregional library of the Library of Congress/National Library Service for the Blind and Physically Handicapped, which produces books and magazines in braille, on records and cassettes for readers who cannot hold, handle, or see well enough to read conventional print because of a visual or physical disability. The LITBL program is a service of the Suffolk Cooperative Library System, the Nassau Library System, and the public libraries on Long Island. LITBL loans recorded books, along with the special playback equipment needed to listen to them, free of charge, to eligible Long Island residents, and to hospitals, nursing homes, schools and other institutions serving eligible residents. Materials are sent to readers and returned by postage-free mail.

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## **BOOKS AND MAGAZINES**

Readers may borrow all types of popular-interest books including bestsellers, classics, mysteries, westerns, poetry, history, biographies, religious literature, children's books, and foreign-language materials. Readers may also subscribe to more than seventy popular magazines in braille and recorded formats such as *Good Housekeeping*, *Foreign Affairs*, *Sports Illustrated*, *National Geographic* and *U.S. News and World Report*.

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## **BOOK REVIEWS AND CATALOGS**

Readers are informed about new books and services through *Talking Book Topics*. This bimonthly publication announces newly released books and includes information on related library services. Readers may also order catalogs of available titles and special subject bibliographies.

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## **SPECIAL EQUIPMENT**

Special cassette and record players needed to play the talking books and magazines, which are recorded at slower than conventional speeds, are loaned indefinitely to readers. In addition, special equipment and accessories are available for individuals with special needs.

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## SERVICE FOR INSTITUTIONS

Talking book services in institutions can be handled in two ways: (1) each eligible reader in the institution may be registered to receive individual talking book service; or, (2) the institution itself may register to receive talking books. The following information may help you decide which is best for your institution. Please use the yellow application form to obtain talking book services for specific individuals, and the orange application form for talking book services for the institution.

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## INDIVIDUAL SERVICE

Most talking book readers in institutions are registered for individual service. A separate application form is completed for each eligible individual, and our library maintains a separate record of their individual reading interests and service preferences. These individuals can choose the particular talking books which they wish to read from our catalogs, independently or with the help of a friend, relative, teacher, or caregiver; or we can select the books for them based on the specific reading interests noted on their application forms. Individual readers are issued their own talking books and equipment (which may not be transferred to other readers), and the books are sent to their personal attention. Use yellow application forms for individual service.

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## INSTITUTIONAL SERVICE

Institutions which are registered to receive talking book services receive talking book equipment and a rotating collection of talking books. These books and equipment may be kept in a common room for use by eligible individuals, or may be issued to eligible individual readers by the institution. Institutional service enables the institution to maintain its own in-house lending library, to try out talking books with potential readers, and to utilize talking books in group activities.

With institutional service, the talking books and equipment may be used by any eligible individual in the institution. The institution maintains its own list of eligible individuals. (In the case of public schools serving eligible individuals, an updated list must be submitted on an annual basis and each student must be individually certified.)

The institution designates a staff member to serve as contact person and liaison with LITBL. The contact person receives a handbook, selects the books for the institution if s/he wishes to do so, exchanges them for new books on a regular basis, and makes sure they are used properly. Use an orange application form for institutional service.

**Please note that an institution may be registered for institutional service, while some individuals within the institution may also be registered for individual service.**

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## RELATED LIBRARY SERVICES

In addition to the loan of recorded books and magazines, LITBL provides many related library services to support the needs of residents on Long Island who have disabilities. These include:

- **Bimonthly newsletter** in large print and on cassette.
- **Volunteers to record** pamphlets, brochures, articles, job-related publications, etc.
- **READ Center** (Reading Equipment, Aids and Devices) at the Long Island Talking Book Library in Bellport featuring displays of magnification aids, bookholders and related devices.
- **Information and referral services** to help talking book readers, local libraries and community organizations locate needed resources and services relating to disabilities.
- **Disability collection** - print books, pamphlets, magazines, and audio visual materials available through local public libraries.
- **Scores, instruction and magazines about music** from the National Library Service for the Blind and Physically Handicapped.
- **Maps** (large print and tactile).
- **Braille** materials from the Andrew Heiskell Library for the Blind and Physically Handicapped.
- **Braille writing devices** (manual and computer).
- **Print/braille** children's books (small demonstration collection).
- **"Bi-Folkal Kits,"** multi-media, multisensory kits with a reminiscence theme, for group programming in nursing homes and related institutions, available through local public libraries.