

External Policy for Demonstration sites for the Talking Book Program of Texas

Thank you for agreeing to promote the Talking Book Program in your community by becoming a demonstration site. Please review the following information explaining the policies and procedures of our demonstration site program.

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

1. One cassette playback machine for use with Talking Book Program cassettes
2. Three audio cassette tapes (one book in English, one magazine in English and one book in Spanish)
3. A Promotion Packet of applications and promotional materials (brochures, bookmarks and 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.
4. A Welcome Packet that contains information on the program, how to care for your machine and catalogs of available materials.

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

B. Getting Started

1. When cassette playback machine arrives, operating instructions will be included in printed form and on a cassette tape. If, after reviewing the instructions, 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, know how to keep it charged 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 paid. We will send you a replacement at no charge.

C. Using the playback machine and cassettes:

Who may use the machine and for what purpose?

1. The playback machine and all cassettes must remain at the demonstration site at all times.
2. The playback machine and cassettes 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 anyone for any purpose other than demonstration.
5. The playback equipment and cassettes may be demonstrated to anyone interested in the Talking Book Program.

D. Staying active in the program:

1. If the designated contact person for your demonstration site changes, you should:
Send us the name of the new contact person
Or
Return the playback machine and all cassettes to the Talking Book Program.
1. We will contact you twice a year to ensure that you wish to remain an active demonstration site.
2. If you need suggestions on how to promote the program see flyer, "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 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 Texas Talking Book Program.

E. Reporting Statistics to Us About Your Site

1. We have provided a 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 a cassette breaks or is defective, return it to us and we will replace it with a similar cassette. When returning a broken cassette, place a rubber band around the cassette. Flip the mailing card 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. Contact a Reader Consultant at 1-800-252-9605 and request a replacement book. Replacements are not automatically sent when broken books are returned.
2. If you need to return a machine to be repaired or replaced, place the machine in its original packaging and return it postage paid. To ensure prompt delivery of a replacement machine, contact a Reader Consultant at 1-800-252-9605.

G. Discontinuing Participation in the Demonstration Site Program:

If you wish to discontinue being a demonstration site you will need to:

1. Send back all equipment and materials that are checked out to you. Use the box that you have retained to send back the cassette player and place the tapes in their green boxes. Send these items out with your regular mail.
2. Send us a letter, signed by the institution's agent/representative stating that you no longer wish to be a demonstration site.

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