

# Connect the Dots Newsletter

SPECIAL EDITION

FIRST QUARTER 2021

## **Connect The Dots is Back with a Special Edition on Duplication on Demand (DoD)**

After much public demand, the SCSLTBS newsletter is back! Initially, there was the intention to end publication of the newsletter entirely and replace it with a monthly Numbers & Narratives release giving both quantitative and qualitative updates on TBS activities and achievements. For this reconfigured publication, there was the idea to feature as front-page news former Reader Advisor Kaitlyn Hodges and her accomplishments in training and development on the national stage.

And then 2020 happened.

Despite how the world quickly changed last year, one of the advantages TBS gained was the opportunity to transition much quicker than originally anticipated to the soon-to-be-industry-standard Duplication On Demand service model. By the time you read these words, all machine patrons will be receiving one patron, one cartridge service. Instead of, say, receiving 10 books at a time on 10 separate cartridges, there will only be one cartridge with multiple books on it. If you are not sure how that works, read on. This entire issue of the reimagined Connect The Dots newsletter is dedicated to helping patrons make the DoD leap.

So, let us turn the page together and jump right on in!

# Team Talking

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Before we get into Duplication On Demand, we would like to introduce our Reader Advisors (RAs) and Reader Advisor Assistant. With the recent retirement of Brenda, patrons still have Naomi, Dianne, Allie, and Assistant Amber who look forward to talking with you and choosing the material best suited to your tastes and needs.

They can automate your choices according to your previous “likes” and “has hads,” or you can contact them so that they can customize each cartridge to your satisfaction. The latter option truly makes our digital book cartridge program an “on demand” service. There is no more waiting for another patron to return a title before it gets sent to you. Your choice is on your cartridge every time. Anytime that you do not like a book, just send the cartridge back and another will automatically be on its way upon receipt. You may also choose how many books – from one to 10 – that you would like on your cartridge. How is that for personalized service?

For more information or to ask any questions not answered above, give the RAs a call at 1-800-922-7818 or 803-734-4611, Monday through Friday, from 9:00 am until 5:00 pm. We look forward to talking with you!

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## **TBS 2021 Student Art Gallery: State Librarian Award Winner**

Iris H. illustrates how many people felt during the last year in response to the pandemic. Her piece, “When the Walls are Closing In” shows a person sitting inside of a structure that appears to be getting smaller and smaller, similar to a set of Russian nesting dolls. There is a softness to the piece thanks to Iris’ use of blue, yellow, and red feathers.

# Team Book

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Are you new to how the Bookshelf feature works that allows you to navigate between books on your new Duplication On Demand cartridge? Did you know that you can contact TBS during business hours as often as you like and a Reader Advisor will walk you through the Bookshelf process? All of the above is true.

If you need a cheat sheet on how to use Bookshelf, hold on to the instructions below:

## Digital Talking Book Player: Bookshelf Feature Quick Guide

The bookshelf feature is for use when navigating a digital cartridge that contains more than one book or magazine.

1. Turn the player on by pressing the red, round Power button on the left-hand side of the top of the player.



Figure 1- Photo of arrow pointing to Power button on machine

# Bookshelf Instructions (continued)

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2. Insert a cartridge into the player. On the top of the player you will find the large green, rectangular Play/Stop button.



Figure 2- Photo of arrow pointing to Play/Stop button on machine

3. Press and hold the Play/Stop button until you hear a beep indicating you have activated the Bookshelf feature. The player will announce the number of books or magazines on the cartridge. To the right of the Play/Stop button is the Fast-Forward button. The Fast-Forward button is light gray and triangular shaped with raised edges pointing right.



Figure 3- Photo of arrow pointing to Fast Forward button on machine

# Bookshelf Instructions (continued)

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4. Press the Fast-Forward button until you hear the title of the book or magazine issue you wish to read. To the left of the Play/Stop button is the Rewind button. The Rewind button is light gray and triangular shaped with raised edges pointing left.



Figure 4- Photo of arrow pointing to Rewind button on machine

5. Press the Rewind button to navigate back through the titles until you hear the one you wish to read.
6. Press the Play/Stop button after you hear the title of the book magazine issue you wish to read.

# Duplication on Demand FAQs

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1. Listen to the Instructions audio file at the beginning of each cartridge. We call the Instructions audio file a “leaflet,” so do not be confused if you are expecting a paper leaflet or pamphlet. That is just the name of the Instructions audio file.
2. When returning the cartridge, you do not have to put the mailing card back in the case. The sticker permanently affixed to the case is the new return mail postage.
3. Do not put anything else in the case except the correct cartridge.
4. Return all non-Duplication On Demand cartridges as soon as possible.
5. The new checkout period is 90 days with a two week grace period. You may receive an Overdue Notice if you do not contact us about your account once this time frame is exceeded.

# Donations

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Donations are used to enhance and improve library services. We greatly appreciate the generosity of those who give to assist us with our efforts. When making a donation, please follow up with us if you would like others not listed below to be notified of your gift. We also advise that you consult a trusted financial specialist regarding the impact this donation might have on your income tax status.

Donors and designees will receive a letter of acknowledgement and a copy of our Donor Catalog at the end of the fiscal year.

**To make a donation via mail**, send to Talking Book Services, South Carolina State Library, 1500 Senate Street, Columbia, SC 29201. Include the bottom portion of this page, along with a check made payable to SCSL, Talking Book Services.

**To donate online**, visit our Donations page at [sctalkingbook.org/donate](http://sctalkingbook.org/donate) and click the Donate button.

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## Talking Books Services Donation Form

**Donation Amount:** \_\_\_\_\_

**Donation made in honor of:** \_\_\_\_\_

**Donor Information:**

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Street Address: \_\_\_\_\_

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## Talking Book Services

South Carolina State Library

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