# Talking Books BARD

Each patron must qualify for a National Library Service Account. Fill out an application for each individual, have David or Heidi then fax or mail to Illinois State Library Talking Book & Braille Service

Once the Talking Book Center receives and processes the application, they will set up an account for the patron. A Talking Book player will then be mailed to you. The box for the device should be kept on hand should you ever need to return the player.

***\*Now the patron is ready to receive downloadable books***

**Downloading BARD Books**

**Step 1: Download the audio book**

1. Google Illinois Talking Books <https://www.cyberdriveillinois.com/departments/library/TBBS/bard.html>
2. Choose - Braille and Audio Reading download (BARD)
3. [Go to BARD](https://nlsbard.loc.gov/) , choose bard catalog and login. <https://www.cyberdriveillinois.com/departments/library/TBBS/bard.html>
* Login: dhintz@scpld.org
* Password: Bard123!



After login, you should see the BARD Main Page. This is where you choose the titles you will be downloading. Best recommended practice is to use the **Search the collection box** for typing in a title and/or author. *(The title and author dropdown boxes are a single letter and difficult to use)*



1. Insert your flash drive in the computer or attach your blank cartridge with the USB cable.
2. Search or browse for an audio book to read. *i.e. Mercy by Julie Garwood*
3. Click or press Enter on the word **Download** [title] link for the book you have chosen.
4. The book will then immediately download to the Downloads folder on your computer. At this point your BARD book is of the type Compressed (zipped)

*\*Note Download is pictured at the bottom of yours screen and it will countdown to when the downloaded title is complete*

1. Click on the pink extract buttom



**Step 2: Extract the downloaded book**

1. Select the "Extract All" option. Then the Extract widow will appear



***This box should always be unchecked***

1. After extraction there will be two book folders in your Downloads folder. One will be the original compressed book and the second folder will be the extracted version. You may now delete the original compressed downloaded title

**The folder with the zipper is the one you Delete**

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**Step 3: Move the book to a cartridge**

Copy and paste the title from downloads to your digital cartridge (USB Drive F or G )

**Step 4: Keep Track of Patron Histories**

**\****All titles will be downloaded to our Institutional Account and therefore it is necessary for the titles to be tracked by individual patron.* You can use file management or a manual process to track your titles

There are several ways to track the titles that patrons have read. The recommended best practice is to use file management for a more streamlined approach to tracking.

1. Empty your downloads folder before starting the process
2. Once you down load books for a patron they will appear in your downloads folder.
3. Create a folder with the patrons name on it
4. Cut and paste the downloaded books into the folder with the patrons name.

Cutting and pasting removes the folder/tiles from your downloads (which you need cleared before downloading for another patron)



Below are the titles in Jill Sharkey’s folder. \*\**If space on your computer is an issue, you can delete all the downloaded data in the files and the folder with the patron name will remain for tracking purposes.*

**Step 5: Play the book**

1. Safely remove the flash drive or cartridge from your computer.
2. Turn your digital player on and play the book.
3. Plug your flash drive into the USB port on your digital player. The digital player will announce the book that is on your flash drive or cartridge. Press Play to listen. Or, if there are multiple books, hold the Play button down until the player beeps to go into [bookshelf mode](http://www.nysl.nysed.gov/tbbl/bard/bookshelf.htm) so you can select the book you want.