

Guidelines for Reading Material onto Audiotape

1. Always leave 30 seconds of empty tape at the beginning of the recording.
2. When beginning, announce the cassette number (1, 2, etc.), 15 seconds of silence, and then the title, author, and publisher of the work being recorded. Also read these statements: "Copyright (year). Recorded solely for use of blind and physically disabled individuals with the kind permission of the copyright holder. Recorded by (your name)."
3. At the beginning of subsequent tapes, announce title, author, cassette number, and the inclusive article and page numbers.
4. At the end of each side announce: "End of Side (#) on page (#)."
5. Announce the following at the beginning of a chapter: page number, chapter number and name, number of print pages included in the chapter.
6. Announce page numbers at the beginning of each page.
7. Designate "heading" or "subheading" when appropriate.
8. The first time a name appears in the material, read, then spell out the name. Also spell all foreign or unfamiliar names.
9. Italicized words, single words, and short phrases within quotation marks or parentheses may be indicated by the inflection of your voice. For longer quotations, read as "quote" ... "end quote." For longer parenthetical statements, read as "parenthesis..." "end parenthesis."
10. Read footnotes immediately following the end of the sentence in which the footnote number occurs. Announce as "Note (number) ...end note" and then return to the text.