

Welcome to the Braille and Talking Book Library (BTBL)

Please read and adhere to the Rules of Use for inmates receiving talking books as follows:

1. BTBL will issue one digital player and three digital cartridges to each inmate when first approved for service. If your machine or digital cartridge malfunctions, take it to the librarian at the facility and they will send it to BTBL for replacement. However, if your machine or digital cartridge is not returned you will not get an automatic replacement of the lost machine or cartridge, we cannot replace the machine or cartridge for six months. After the second machine or cartridge is lost, we cannot replace for one year.
2. All books will be shipped in digital format.
3. Each inmate is allowed up to 10 book titles total on each digital cartridge. This includes those in the mail which are in transit to or from you.
4. Each time a digital cartridge is returned to Lansing and checked in; another digital cartridge will ship from Lansing the following work day.
5. Multiple magazines will ship on a single cartridge in a red container. Magazine cartridges must be returned within 4 weeks of the date shipped. If not returned, magazine subscriptions will be canceled.
6. You will receive Talking Book Topics, a bi-monthly catalog of our newest books. You may send a list of selections to the library which will be added to your request list. Requests are shipped if they are available at the time you are ready for another book. If nothing on your request list is available, we will select books based on your subject and author preferences.
7. Talking book machines and digital cartridges are the property of the federal government and are loaned to you as a library patron of this service. You may not loan, sell, or trade this equipment to other individuals. Doing so is cause for service termination.

8. Dismantling, tampering with, or throwing away your machine or digital cartridge is cause for service termination.
9. Your talking books digital cartridges and players are assigned to you as an individual and will transfer with you to other locations, including upon discharge. You must notify BTBL when your address changes.
10. If you experience problems with your player or digital cartridge a replacement will be shipped to the facility librarian. You will be called to the library to trade the malfunctioning machine or digital cartridge for the replacement.
11. Headphones are not available through BTBL for use by inmates.
12. Applications for talking book service by inmates who are not already receiving service are available through the MDOC librarian at each facility. Applications will not be sent from BTBL directly to inmates.
13. Completed applications that have been certified by prison medical staff will be accepted by BTBL only when sent from the facility librarian.
14. All correspondence should be addressed to:

Braille and Talking Book Library
PO Box 30007
702 W. Kalamazoo
Lansing, MI 48909

We will try to send those titles you have specifically requested when available. If no requested titles are available at that time, we will send a book based on the authors and subjects you have indicated on your application for service. You may let us know if there are authors or subjects you receive that you want to have taken off or added to your list. We hope you enjoy the books you receive.

Sincerely,

BTBL Manager

