

**APPENDIX B  
MAILING MATERIALS FOR USE BY TALKING BOOK PATRONS**

**POLICY 1083**

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The talking book service loans alternative formats (e.g. audiobooks on CD and described videos) to persons with print disabilities. These items may be held by any public library or bookmobile in the province.

Province-wide access to alternative formats for talking book patrons is made possible through the [Canada Post – Literature for the Blind program](#). Under this program, Canada Post will mail items used by blind persons free of postage.

For library staff information, talking book patrons have one of the following profile names in the automated library system:

- Talking Books E
- Talking Bks F
- Talking Bks E, Juv.
- Talking Books F, Juv.
- Livres sonores A,
- Livres sonores F,
- Livres sonores-Jeunes A,
- Livres sonores-Jeunes F

**PROCEDURES FOR MAILING MATERIALS FOR USE BY TALKING BOOK PATRONS**

***\*\*The Canada Post Shipping Tool: Xpress Post or Mail Rate cannot be used to mail items using Canada Post – Literature for the Blind\*\****

- ✓ Print a shipping label (see NBPLS SharePoint > Library Services > Talking Book Services for template). The shipping label should read as follows:

**Talking Book Service/Service des Livres Sonores  
c/o AWK Region Office/Bureau régional AWK  
644 Main Street, Suite 201  
Moncton, NB  
E1C 1E2**

***“Postage free material for the blind”  
«Documentation à l’usage des aveugles – port gratuit »***

- ✓ Insert the shipping label in the address window
- ✓ Insert the library’s shipping label in the return address window. The library’s shipping label must include *“Postage free material for the blind”*«Documentation à l’usage des aveugles – port gratuit »
- ✓ Put the item(s) in a black mailing bag (yellow envelopes can be used as padding if needed)



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- ✓ **Do not close** the bag with a plastic tag. Canada Post may wish to verify the contents of the bag
- ✓ Put the bag with your regular mail

Note: In the event a talking book patron returns items to a library versus through the mail to the talking book service, library staff will send the items to the talking book service using the talking book service shipping label.

