

# For Library Staff

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The [NJ State Library Talking Book and Braille Center \(TBBC\)](#) offers a valuable, no-cost service that your library can bring to your community.

[We partner with fellow public libraries](#) in several ways. By providing TBBC's resources, you'll help residents with print impairments access library materials.

- Accessible formats, including Braille (print and web);

- digital audiobooks;
- digital audio magazines;
- digital audiobook players;
- and the Newline audio news service.

You can also extend these services to organizations that support eligible individuals, such as assisted living communities, senior housing residences, and nursing homes.

For inspiration, take a moment to [read our patron testimonials](#).

TBBC offers training to help your library understand eligibility criteria, the application certification process, available services, and best practices for providing and promoting them in your community.

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## Applications and Eligibility Criteria

You can find detailed eligibility and application information at [www.loc.gov/nls](http://www.loc.gov/nls) , as well as extensive information on our [Applying for Service page](#).

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## Etiquette – It’s the Individual First, then the Disability

We all deserve to be treated with dignity and respect. Below are several resources to help guide inclusive language and behavior when working with individuals who have physical, reading, or vision challenges.



- The NJ Commission for the Blind and Visually Impaired (CBVI) offers [suggestions on the proper etiquette to use when meeting with people with vision impairments](#) .
- The US Centers for Disease Control and Prevention article [Communicating With and About People with Disabilities](#)
- Guide Dogs for the Blind: [Blindness and Guide Dog Etiquette](#) , explains when you meet a person who is blind and when you meet a working guide dog team.

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## Getting Started with TBBC’s Services and Outreach Toolkit

To get started, we recommend reviewing our Getting Started for Librarians guide, in PDF format, below. This resource will help you familiarize yourself with TBBC’s services and explore ways to integrate them into your library’s offerings.

## TALKING BOOK AND BRAILLE CENTER



### Getting Started with TBBC's Services for Librarians

Here are some suggestions on how to get started providing The Talking Book and Braille Center's (TBBC) no-cost services to the print disabled in your library's community.

### Learn TBBC's eligibility criteria and the certification process

TBBC serves New Jersey residents who meet the following individual eligibility criteria, and we serve Places that serve eligible residents. Any NJ resident who cannot read standard print or who cannot hold a book or turn the pages of a book may be eligible for TBBC's services. A person or place must meet these eligibility criteria to receive TBBC's services.

[2025 TBBC Getting Started for Librarians](#)

Download

Many [public libraries across the state are already partnering with us](#), and we'd love to support you as well!

## TBBC Traveling Display

Did you know? TBBC has a traveling display featuring both historical and current equipment and materials used by individuals with print disabilities.



- [American Printing House for the Blind](#) offers accessible media guidelines & best practices.
- [Lighthouse International](#) offers good, basic guidelines on how to design print materials and web sites for accessibility to those with low vision.
- Web developers should consult [The World Wide Web Consortium \(W3C\) accessibility guidelines](#) .

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## Operating Systems

- [Apple's accessibility features in MacOS and iOS](#)
- [Google's Products \(including Android platform\)](#)
- [Microsoft's operating systems](#)

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## Copyright

[The 1996 Chafee Amendment to the U.S. Copyright Act](#) governs NLS materials. The NLS audiobooks provided by TBBC are encrypted for copyright protection and are available only to registered TBBC members. They will play only on the no-cost NLS audiobook players provided by TBBC or on other [NLS-authorized devices](#) that a patron can purchase.

The TBBC equipment and audiobooks must only be used by TBBC members.

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## Postage

TBBC ships all of its materials free of postage to the homes of its members as "Free Matter for the Blind or Handicapped." If a library works with TBBC patrons and has materials of its own it would like to ship to them, the library may be able to ship them postage-free as well.

For more information on materials covered as "Free Matter for the Blind or Handicapped" and for information on how to package them and how to comply with the Free Matter law, consult [39 U.S.C. 3403-3405](#) . Additional information is also available in the [Domestic Mail Manual from the U.S. Postal Service](#) .

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## TBBC's Services

### [Audiobooks](#)

Click on the link above for extensive information on our Audiobooks and Services.

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### [Audio Magazines](#)

Audio magazines are available for TBBC's members. Call TBBC for an updated list of available magazines in both audio and Braille formats. 800-792-8322.

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## [Children and Teen Services](#)

For details about services available for children and schools, please contact us at [tbbcyouth@njstatelib.org](mailto:tbbcyouth@njstatelib.org).

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## [Audiobook Players](#)

Individuals, places and libraries registered with the TBBC are eligible to receive a no-cost, long-term loan of an easy-to-use Digital Talking Book Machine (DTBM). Including accessories.

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## Library Equal Access Program (LEAP)

LEAP offers free technology courses for individuals aged 55 and above, who have some level of vision loss, to teach them how to use accessibility features available on Apple iPad and iPhone devices.



## News Reading Service

[Newsline](#) offers access to hundreds of audio newspapers, grocery ad flyers and magazines via the internet, telephone access, on-demand emails, or via the NFB-Newsline mobile app for Apple devices. Are you already registered for Newsline? [You can log in here](#) .

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## [Braille and Audio Reading Download \(BARD\)](#)

BARD, offers downloadable books and magazines for patrons who are unable to read standard print due to a visual, print, or physical disability. [These services are provided by the NLS](#) .



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## [Braille Books](#)

TBBC has a collection of Braille books that can be loaned to TBBC members. Click on the link above for more information.

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## [Large-Print books for Children and Young Adults](#)

TBBC has a collection of large print books for K-12 children and for young adults.

To request a book, call TBBC at 1-800-792-8322 and ask for children's services.

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## Do you still have questions?

Call toll-free 800-792-8322; Email [tbbc@njstatelib.org](mailto:tbbc@njstatelib.org).

- Monday through Friday. We are closed on Saturdays, Sundays, and [State Holidays](#).
- TBBC is open five days a week, from 8:00 a.m. to 3:30 p.m.

## Servicios Hispanos

- Llame gratis al 800-792-8322 ext. 822; o envíe un correo electrónico a [lmartucci@njstatelib.org](mailto:lmartucci@njstatelib.org).
  - TBBC abre cinco días a la semana, de 8:00 a. m. a 3:30 p. m., de lunes a viernes. Cerramos los sábados, domingos y [días festivos estatales](#).
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*An affiliate of Thomas Edison State University*



## Main Library

185 W. State Street  
Trenton, NJ 08608

Phone: (609) 278-2640

Fax: (609) 278-2652

## Talking Book and Braille Center

2300 Stuyvesant Avenue  
Trenton, NJ 08618

Phone: (609) 406-7179

Toll-Free: (800) 792-8322

Fax: (609) 406-7181

## Quick Links

[Get a Library Card](#)

[Ask a Librarian](#)

[Register for upcoming events](#)

[Library Hours and Holiday Schedule](#)

[NJSL Open Public Records Act \(OPRA\) Form](#)

[Contact Us](#)



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