



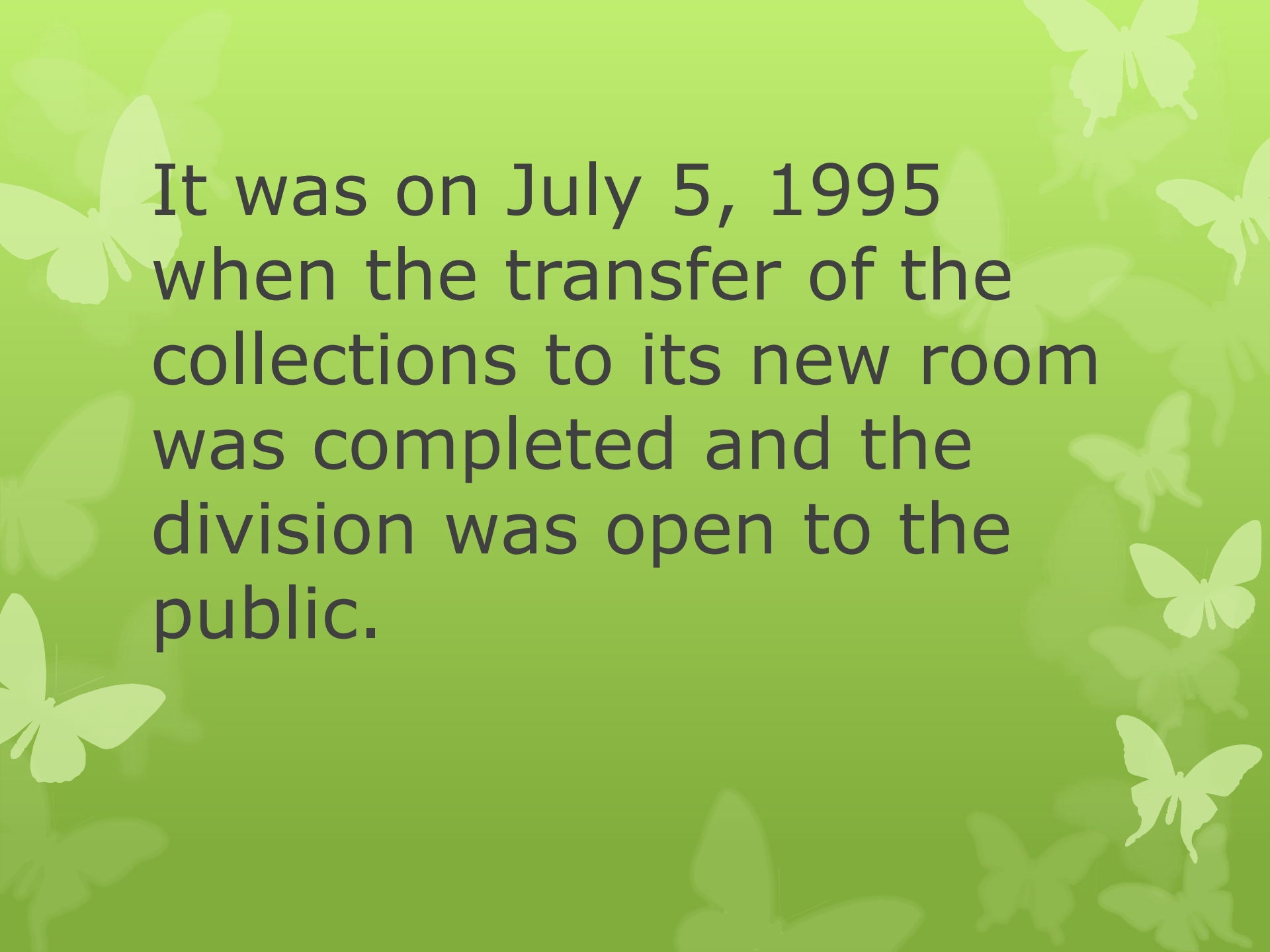
THE LIBRARY
FOR THE BLIND

House bill 5379, an act
establishing the Braille
department in the National
Library



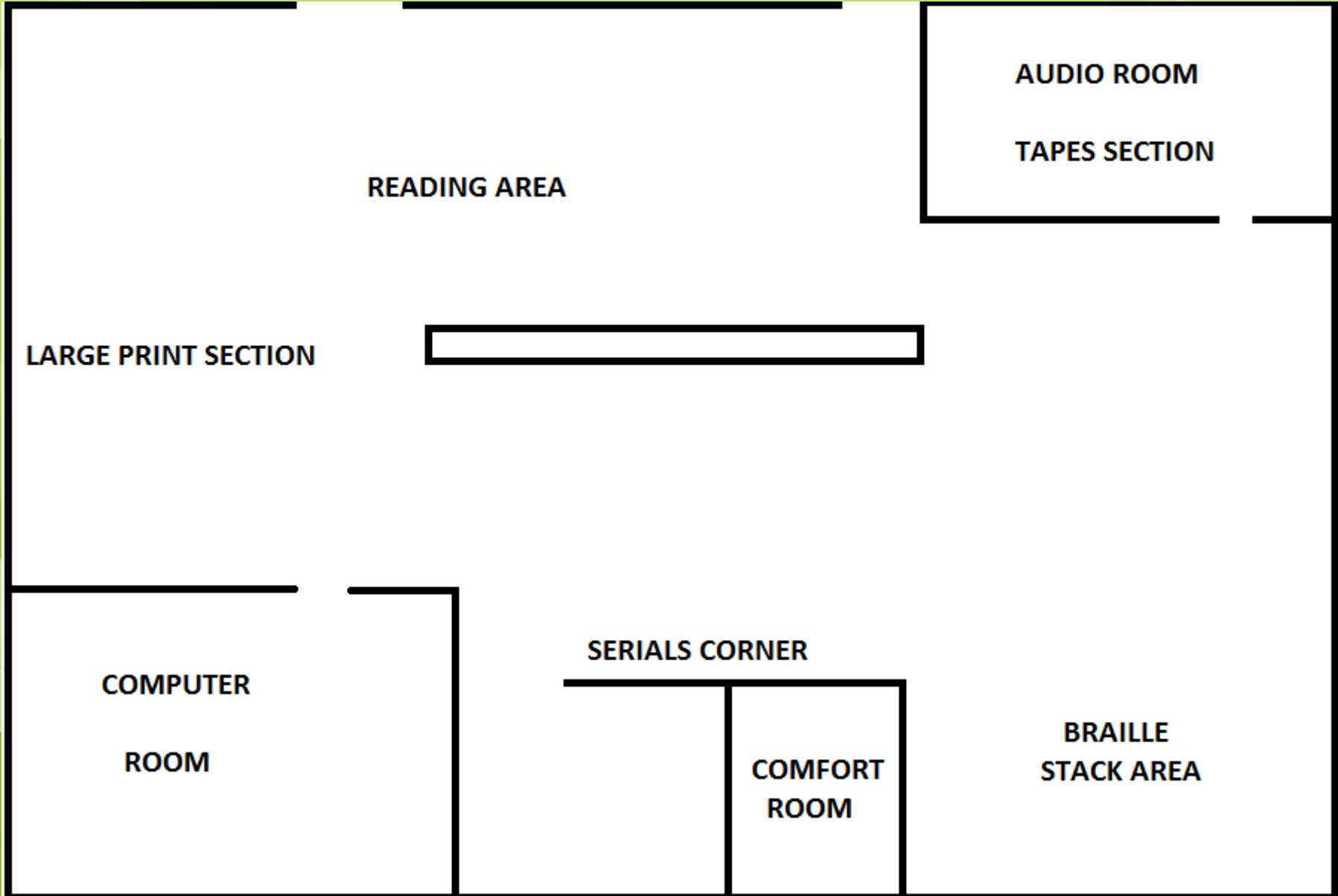
**HISTORY
AND
DEVELOPMENT**

The division is house at
the ground floor of the
east wing of the building

The background of the slide is a solid light green color, decorated with numerous white butterfly silhouettes of various sizes and orientations scattered across the surface.

It was on July 5, 1995
when the transfer of the
collections to its new room
was completed and the
division was open to the
public.

PLAN ROOM OF THE LIBRARY FOR THE BLIND DIVISION



2006

Library for the Blind was
merge to the reference
Divisions.

OBJECTIVES

The Library for the Blind Section will serve as an information and research center for special clientele,

FUNCTIONS

- Keep custody and preserve the collection of the section.
- Recommends to acquisition of materials, supplies and equipment for the section.
- Organizes the resources of the section.
- Maintains reading room services and loans out to its resources to users.
- Prepares Braille guide and indexes for the collection.
- Prepares statistical reports of the section.
- Encode/edit Braille books in Koha solution.
- Produces master copy from selected titles to augment the collections.
- Transcribe and format braille material.
- Scan print material for e-book.
- Edits and converts proofread e-book in to audiobook.
- Produce audiobook.
- Transcribe and emboss materials requested by library users.
- Assist blind library users in their research needs.
- Orient library visitors/students on educational tour.
- Answer queries through telephone/in person.
- Attend seminars, meetings and training on official business.
- Other related duties assign from time to time.

COLLECTIONS

- Braille collection
- Talkingbooks/audiobooks
- Large Print Collection



**POLICIES OF THE
LIBRARY FOR
THE BLIND**

READING ROOMS SERVICES

1 Reading room services from 8 A.M to 5 P.M., Monday through Friday except on public and special Holidays.

2 The collection is available to registered visually impaired and blind members who have reached the secondary or collegiate level.

3 General reference books in Braille, audiobooks/talkingbooks are for room use only.

4 The Section maintains an open shelves system.

5 Two titles are borrowed at a time.

6 All consulted materials must be placed on designated tables for the librarian to file.

7 Services like embossing and audio recording are in first come first serve basis.

8 Clients must provide Braille paper and blank CD's and tapes for their own use.

LOAN-OUT MATERIALS

- Audiobooks/talkingbooks can be loaned out to registered members for a duration of two weeks, subject to renewal as requested by the users.
- Only duplicates from master copies are to be loaned out to members.
- A maximum of three titles in Braille books, large print and audiobooks/talkingbooks can be loaned out.
- Loaned out materials are non-transferable.
- Audiobooks/talkingbook other than fiction/shortstories may be loaned out for a week subject to renewal as requested by the users.
- One title of large print fiction/novels can be loaned out for a week.

THANK YOU.....