

AUDIOBOOKS

PIONEER SCHOOL FOR THE VISUALLY IMPAIRED – LIBRARY

20 Adderley Street

Worcester 6850

Tel: (023) 348 7613

Email: jgroenewald@pioneerschool.org.za

Web: www.pioneerschool.org.za

INFORMATION REGARDING THE CD SERVICE

1. CORRESPONDENCE

All applications, requests or correspondence regarding audiobooks must be addressed to:

The Library Coordinator

Pioneer School for the Visually Impaired

20 Adderley Street

Worcester 6850

2. MEMBERSHIP

The attached application form must be completed in full and returned to us in order to become a member of the audio service.

NB: For legal reasons, this service is strictly for visually impaired listeners. In accordance with copyright law, no book may be duplicated onto CD, memory stick or any similar device.

Please inform us immediately in writing or telephonically if your name or address changes, or if you wish to terminate your membership temporarily or permanently.

3. LIBRARY

The library makes books available to all visually impaired persons. Audiobooks from the library are available at a minimal fee of only R10.00 per month (R120.00 per year).

Donations are most welcome, as we are only able to provide this service through funding, for example in the form of donations and contributions.

Costs have increased significantly over the past year, and recording one book amounts to R135.00 per book. Library services are not available during school holidays.

We welcome any suggestions or complaints regarding our audio service.

4. NOTICE OF PUBLICATIONS

A quarterly list of all the latest publications is available on request. Please use the attached application form (costs are indicated on the form).

5. ORDERING PROCEDURE

Please complete the attached application form. On this form you may indicate the type of books you prefer. The librarians will adhere to your preferences as far as possible, but may occasionally send something different if insufficient titles in your preferred categories are available.

6. DISTRIBUTION

Four books will be sent to you at a time. You are kindly requested, after finishing two or three of these

books, to return them promptly to the library so that books do not remain at one address for months and other readers may also have the opportunity to listen to them.

As soon as we receive the first two back, another two will be sent to you. Further books will only be sent once we have received the first two or three back from you.

7. LOAN PERIOD

Readers are requested not to keep books for longer than two (2) weeks. The sooner books are returned, the sooner you will receive others.

8. PROBLEMS AND ERRORS

Please inform us if you experience any problems with the CDs.

9. MP3 PLAYERS

To listen to the stories on CD, you are advised to apply for a Daisy player from Grahamstown, after which you will also need to borrow their stories. Alternatively, you may purchase an MP3 CD player.

10. CARE OF CDs

Please handle the CDs with care. The last borrower of any CD will be held responsible for its condition. Remember that recording books onto CD is a very expensive process.

We request that you handle the CD cases with great care. Do not keep them in high temperatures or direct sunlight, and keep them out of reach of children.

11. HANDLING AND PACKAGING OF CDs

The posting of these CDs is a free service, provided they are addressed to an institution for the visually impaired.

CD Case:

If you receive a CD case, simply turn over the card with your address on it and return the CDs.

We warmly welcome our new members to our CD service and wish you many hours of enjoyable reading.

NB: If you would like to donate (which is always welcome), please make your cheque or postal order payable to:

Pioneer School – for library books.

If you wish to deposit directly into our bank account, please email your deposit slip to:

pioneerlibrary@pioneerschool.org.za

or jgroenewald@pioneerschool.org.za

Banking Details:

Pioneer School

ABSA

Branch Code: 503107

Account Number: 4406202