

**National Library Service
for the Blind and
Physically Handicapped**

The Library of Congress

Approved by Director, NLS/BPH

Frank Kent Gille

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Specification: #403
Labeling and Packaging
Title: Cassette Books
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Technical Certification

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BACKGROUND

The National Library Service for the Blind and Physically Handicapped (NLS) of the Library of Congress administers a free library service to eligible residents of the United States and citizens living abroad who cannot hold, handle, or read traditional print media because of visual or physical handicaps.

Using federal funds, NLS annually publishes approximately 2,000 books and 70 magazines on cassettes, on discs, and in braille. Titles are selected to appeal to a wide variety of interests, and copyright permission is obtained from authors and publishers. Books and magazines are narrated and duplicated at a high-quality professional standard. The quantity produced of any title is dependent on anticipated reader demand.

Playback machines and their accessories are designed to facilitate convenient use by handicapped people and to provide maximum reliability under environmental conditions that are sometimes harsh and handling that may be technically unsophisticated or inadvertently abusive. The equipment plays program materials at noncommercial speeds: 8-1/3 rpm for discs and 15/16 ips, 4-track for cassettes. All materials and equipment in the program can be sent to users and returned to libraries postage free.

A cooperating network of 56 regional libraries and more than 100 subregional libraries circulates recorded and braille books to some 700,000 adults and children out of a potential three million eligible population. Magazine subscriptions are provided on a direct-mail basis from the manufacturers. Users must generally deal with service centers in distant cities with communication by mail or phone and little or no personal contact. Everything comes and goes through a mail-order system. Fifty percent of the users are over sixty-four years old, and many depend on the NLS program for their major source of entertainment and connection with the world; 95 percent read recorded materials, 5 percent read braille.

Users are informed about new books, magazines, and services through bimonthly publications, annual catalogs, and subject bibliographies produced by NLS, and through various publications produced and circulated by the regional and subregional libraries.

USER MATERIALS

Contractors who consider submission of a bid to produce books, equipment, or other program products should be cognizant of the consumer-responsive nature of the program, and that the specifications for these products have been developed to meet the special reader needs in the program. Materials are produced with those reader needs foremost in mind, and improved through constant monitoring and consumer input. Contractors are expected to familiarize themselves with the equipment-handling practices of blind and physically handicapped clientele and ensure that the equipment they produce will stand up under this type of use. A high degree of quality workmanship and product reliability is mandated by the product specification.

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NLS
Specification #403

1. SCOPE

This specification covers the labeling, packaging, and preparation for delivery of cassette books produced for the National Library Service for the Blind and Physically Handicapped (NLS), Library of Congress.

2. APPLICABLE DOCUMENTS

The following documents and publications, of the issue in effect on the date of invitation for bids, form a part of this specification. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

Specifications

National Library Service for the Blind and Physically Handicapped,
Library of Congress:

#202 - Cassette Book Duplication
#300 - Book Mastering

Standards

MIL-STD 105, Sampling Procedures and Tables for Inspection by Attributes
(latest revision)

Reference Sources

Instruction Manual for Braille Transcribing (Third Edition, 1984).
National Library Service for the Blind and Physically Handicapped.

English Braille American Edition 1994, Braille Authority of North
America (BANA)

Webster's New International Dictionary, current edition (for hyphenation
of text on bookcards)

3. REQUIREMENTS

The Production Authorization Record (PAR) is the official source document for all labeling and packaging information. Unless otherwise specified by NLS, producers are required to reproduce the spelling, punctuation, and capitalization shown on the PAR, including special characters and diacritical marks for all books printed in a roman alphabet. For foreign-language titles printed in non-roman alphabets, the PAR will include a translated English version of the title and a transliterated version of the author's name to be used on labels and bookcards. Foreign-language titles and authors' names, whether transliterated or not, shall be rendered in uncontracted, uncapitalized English braille.

3.1 Print Braille Label - Cassette (Refer to figure 1)

An adhesive embossed PRINT/BRILLE combination label shall be furnished and placed on the odd-numbered side of each cassette by the contractor. To assure consistent placement of printed elements, a standard layout grid and typographic style have been established for cassette labels.

Label is to be white or clear with black ink. Label size shall be 1.590 inches by 3.430 inches, minimum. Printing directly onto cassette is permitted using a clear plastic overlay for braille. All dimensions remain the same.

3.1.1 Print

- a. Side Number: Numbers are Times Roman; single-digit numbers are 1/2" high, double-digit numbers, 3/8". The word "side" is omitted. The side number is centered on the intersection of lines B and X. Double-digit numbers shall be flush with the left edge of the label and centered on line X.
- b. Title: 12-on-12-point Times Bold, flush left to line A and ragged right, 2 lines maximum. Alternate settings for long titles are 2 lines of 10-on-10-point. The title shall be abbreviated if it does not fit at the 10-point setting. If the title must be abbreviated, the brief title listed on the Production Authorization Record (PAR) may be used. If no brief title is given on the PAR, obtain approval for the abbreviated title through the NLS contract monitor. Note that the title always stacks down from line 1.
- c. Authors: Copy within this unit of information is set 12-on-12-point Times Roman, flush left to line A, ragged right, and set two lines below the first title line. For one or two authors, the name of the author(s) shall be set first name first and shall not be preceded by the word "by". If the name of the author(s) will not fit, the author line(s) should be set in the alternate size, 10-on-10-point. In the case of two authors, the names shall be connected by the word "and". Names should be abbreviated if they do not fit when set at 10-point. If the author must be abbreviated, the brief author listed on the Production Authorization Record (PAR) may be used. If no brief author is given on the PAR, obtain approval for the abbreviated author through the NLS contract monitor. For books with three or more authors, use the name of the first author followed by the words "and others."
- d. Book number 12 on 12 point Times Bold. The letters "RC" are set in all caps above line X, centered on line C. The book numbers are below line X and centered on line C.
- e. Line 1, 8-point Times Roman, flush left to line A.

Information is to read ©(year) (copyright holder(s))

Line 2, 7 point Times Roman centered on the label. "Further reproduction or distribution in other than a specialized format is prohibited."
- f. "Property of U.S. Government" rubber stamped or preprinted on blank side or back edge of cassette.

3.1.2 Braille

Braille shall be produced in full conformance with the currently applicable codes set forth by the Braille Authority of North America (BANA). The label shall include the following in braille in the order given:

- a. Title (top two lines)
- b. Side number of the first track of that cassette (1, 5, 9, etc.) (lower left corner)
- c. Number of cassettes in the book (1C, 2C, 3C, etc.) (lower right corner)

3.1.3 Braille Cassette Label Size and Spacing

- a. The nominal height of the cassette label braille dots shall be 0.019".
- b. The nominal base diameter of the cassette label braille dots shall be 0.053".
- c. The nominal distance from center-to-center of adjacent cassette label dots (horizontally or vertically, but not diagonally) in the same cell shall be 0.078".
- d. The nominal distance for center-to-center of corresponding cassette label dots in adjacent cells shall be 0.245".
- e. The nominal line spacing of braille cells from center-to-center of nearest corresponding cassette label dots in adjacent lines shall be 0.312".

3.2 Preparation for Mailing

3.2.1 Containers

The duplicated cassettes are to be packaged in GFE containers. Cassettes shall be stacked in numerical sequence, lowest number on top, with labels up. Stacking shall be such that the openings in the cassette shells shall face the ends of the container.

When packaging multiple-container books, each container shall be filled to capacity before beginning a new container. The size of the containers shall be in accordance with the following table.

SIZE OF CONTAINER

Number of cassettes	Container A	Container B	Container C
7	small	small	----
8	small	small	----
9	large	small	----
10	large	small	----
11	large	large	----
12	large	large	----
13	large	small	small
14	large	small	small
15	large	large	small
16	large	large	small
17	large	large	large
18	large	large	large

Packaging format for books exceeding 18 cassettes shall be cleared in advance with Head, NLS Production Control Section.

3.2.2 Address Cards

Address cards shall be 3" (+0, -0.0625") by 5" (+0, -0.0625") in dimension. The weight shall be 110-pound card stock.

Address cards shall contain the following information, all of which shall be legible with the cards in place on the mailing containers:

- a. Return address of the producer.
- b. Address of the library.
- c. Library code of the library (lower right corner of the card).
- d. Book number of the book being mailed (lower left corner of the card).
- e. Number of the individual copy and the total number of copies being sent to the library. For example: 1 of 5 (lower left corner of the card, below the book number).

3.2.3 Container Label - Print (Long Edge--refer to figure 2)

Print shall be black on a white background. The Brady Company B624 label stock or equivalent shall be used for container print labels. Label size shall be .625" (+0, -.0625") by 4" (+0, -.125"). Each container shall be marked on the long container edge, with the following in the order given:

- a. Book number set in 24-point Times Bold. Titles requiring more than one container shall have a distinct book number for each container, i.e., the book number shall have an alphabetical suffix. The suffixes shall be sequential, beginning with "A" for the first container, and shall be set

as part of the number. (See figure 2)

- b. For foreign-language titles only: the language in which the book was written, set in 10-point Times Roman, in parentheses, centered below the book number.
- c. Title set in 12-point Times Bold. If the title must be abbreviated, the brief title listed on the Production Authorization Record (PAR) may be used. If no brief title is given on the PAR, obtain approval for an abbreviated title through the NLS contract monitor.
- d. Author set beneath title, first name first, in 12-point Times Roman, flush left with title.
- e. Dewey number and number of cassettes in book set in 12-point Times Roman, on first line of label.
- f. Contractor symbol set in 12-on-12-point Times Roman, on second line of label.
- g. Date code (month and year in which book is shipped) set in 12-on-12-point Times Roman, on third line of label.
- h. The longest line of e, f, and g above shall be set at the right margin. The other two lines shall be set flush left with the longest line.

3.2.3.1 Container Label - Print (Short Edge--refer to figure 2)

A label, bearing the book number only (including any suffixes), shall be placed on the container cover end, between the locking straps. Label size shall be 1.25" ($\pm .0625$ ") x 0.5" ($\pm .0625$ "). Print shall be 36-point Times Bold. Brady Company B624 label stock or equivalent shall be used.

3.2.4 Container Label - Braille

Each container shall include a braille label within the mailing card holder area. Braille shall be produced in full conformance with the currently applicable codes set forth by the Braille Authority of North America (BANA). The braille label shall include the book number in bold print (minimum 0.25") in the center of the label.

The label shall be 2.5" (+0, -0.0625") by 4.0" (+0, -0.0625") and include the following information in braille, in the order given:

- a. Book number (top left corner)
- b. Title (next two lines)
- c. Author (last name)
- d. 4s (lower left corner)
- e. Number of cassettes in the book, indicated by 1C, 2C, 3C, etc. (lower right corner)

If the title or author must be abbreviated, follow the procedures

in section 3.1 above regarding abbreviated titles or abbreviated authors.

3.2.5 Braille Container Label Size and Spacing

- a. The nominal height of braille dots shall be 0.019 inches and shall be uniform within any given "label".
- b. The nominal base diameter of braille dots shall be 0.057 inches.
- c. The cell spacing of dots shall conform to the following:
 - c.1 The nominal distance from center to center of adjacent dots (horizontally or vertically, but not diagonally) in the same cell shall be 0.092 inches.
 - c.2 The nominal distance from center to center of corresponding dots in adjacent cells shall be 0.245 inches.
- d. The nominal line spacing of braille cells from center to center of nearest corresponding dots in adjacent lines shall be 0.400 inches.

3.2.6 Multicontainer Label

Titles requiring more than one container shall have distinct cassette labels, bookcards, and container labels for each container, i.e., the book numbers shall have alphabetical suffixes. For example, RC15000A for all cassette and container labels for container A, and RC15000B for all cassette and container labels for container B.

3.2.7 Other Markings

No other markings shall be allowed on either print or braille labels without the approval of NLS.

3.3 Bookcards

Color-coded bookcards for each title shall be provided by the contractor. Each copy of a book shall contain two (2) copies of the bookcard. Bookcards shall be 3" (+0, -0.0625) by 5" (+0, -0.0625) in dimension, printed on 110-pound card stock. Card color and all text will be supplied by NLS as part of the Production Authorization Record (PAR).

3.3.1 Typography

All print shall be typeset in Times Roman font. Capitalization shall follow the PAR, and double hyphens printed on PAR must be printed as an em dash. Book number shall be set in 18-point bold. All other type shall be 12 point with 2 points of leading, on a 15-pica line length; title bold, other text regular. Left and right margins shall be equal. Leave one letter space on both sides of an ellipsis. Underlining on the PAR indicates that underlining shall be used on the bookcard; italic type may not be

substituted for underlining.

3.3.2 Format (Refer to figure 3)

All of the following elements except reissue/rerecord information shall appear on each bookcard in the location specified.

Reissue/rerecord information shall appear only on bookcards for reissued or rerecorded titles.

- a. Book number: Centered 1/16" to 1/8" below top edge. The alphabetical prefix shall be separated from the number by a single space.
- b. Dewey number: Set on a line 20 points below book number, flush left to the margin.
- c. Reissue or rerecord information: On same line as Dewey number, flush right to the margin. The alphabetical prefix shall be separated from the number by a single space.
- d. Author(s): Set on a line 20 points below Dewey number, flush left to the margin. Set names on author line with the last name first, except when preceded by another author or by "edited by", "retold by", "selected by", or other such phrase supplied on the PAR. Set "edited by", or other such phrase supplied on the PAR, flush left to the margin and lower case. For books with three or more authors or editors, use name of first author or editor given followed by the words "and others".
- e. Title: Set on a line 20 points below last author line. Set full title, flush left to the margin, ragged right. Explanatory information about titles of foreign-language books will be provided by NLS and shall be set on the line 20 points below the title, flush left to the margin, in parentheses. (Refer to figure 3 page 3)
- f. Narrator(s): Set on a line 20 points below last title line, flush left to the margin. Narrator names shall be set with the last name first. If book has been recorded by three or more narrators, use "Various readers". For books with multiple containers, narrator names shall be set on a line 20 points below last line listing container information. (See section 3.3.3, Multiple Containers.)
- g. Cassette information: Number of cassettes, expressed as an arabic number followed by "cass", shall be set on the first narrator line, flush right to the margin. "4T" shall be set on a line 20 points below the previous line, aligned flush left with cassette number.
- h. Annotation: Set on a line 20 points below "4T" with no indent. Annotation shall be justified left and right, with no indent. Division of words between lines shall be based on Webster's dictionary, as cited in section 2. For foreign-

language titles, use the English translation of the annotation, omit the parentheses that set it off on the PAR, but include the final date.

3.3.3 Multiple Containers (Refer to figure 4)

Titles requiring more than one container shall have a distinct bookcard for each container, i.e., the book number for each card shall have an alphabetical suffix. The suffixes shall be sequential, beginning with "A" for the first container, and shall be set as part of the number. The number of containers required for the book shall be set on a line 20 points below the last title line, flush left to the margin. It shall be given as "In _____ Containers," with the number written out, for example, "In Two Containers." On a line set 20 points below the previous line, information shall be given describing which part of the book and which sides of the book are included in the container. It shall be given as "Part _____, Sides _____," for example, "Part A, Sides 1-24". The number of cassettes listed (e.g., "12 cass") shall be the number of cassettes in the entire book.

4. QUALITY ASSURANCE

- 4.1 The contractor is required to use an outgoing lot inspection sampling plan for the following specification requirements:

Section 3.1
Section 3.2.1
Section 3.2.4

The Acceptable Quality Level (AQL) shall be 0.65%. The sampling shall be in accordance with MIL-STD 105, Sampling Procedures and Tables for Inspection by Attributes.

One hundred percent inspection is required for the following requirements:

Section 3.2.3
Section 3.2.7
Section 3.3

- 4.2 The contractor is required to provide written documentation showing that the contractor's methods of quality control incorporate those established by this specification under section 4.1.
- 4.3 Should NLS determine that significant fault or faults have been found in production units, then correction of the fault or faults in previously produced units and production inspections or controls for prevention shall be instituted without additional charge to NLS.
- 4.4 The contractor shall agree to unconditionally warrant each book the contractor produces for this program for a period of one (1) year from the date the book is shipped. Books that are found to be not in conformance with this specification will be returned to the contractor via the U.S. Postal Service. Defective books sent

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to a contractor shall be replaced and returned within two (2) working days. A monthly report on warranty returns shall be forwarded to the NLS Quality Assurance Section. The monthly report document shall be submitted for approval as part of the written documentation described in section 4.2.

- 4.5 Books produced for the talking-book program are subject to recall and reduplication, based on the criteria under section 4.3. It shall be the prerogative of the contracting officer to institute a recall.
- 4.6 The right is reserved by the National Library Service for the Blind and Physically Handicapped, Library of Congress, to inspect any process or tests being performed. The Library representative shall have the authority to select, at random, a sample of the books at any time during the course of the contract for testing to the specified requirements. The right is reserved by the National Library Service for the Blind and Physically Handicapped, Library of Congress, to reject any production lot represented by a tested sample that has been rejected.

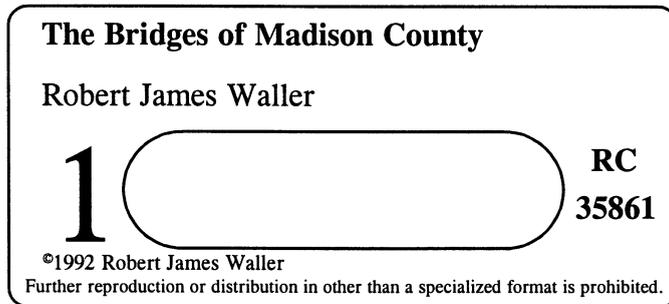
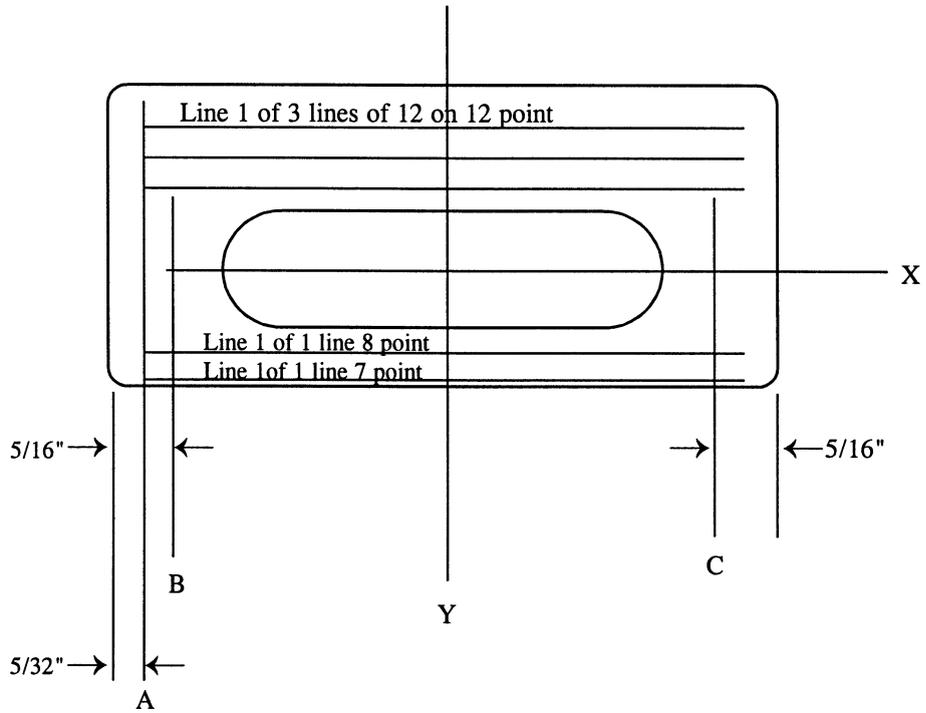


Figure 1

Container Label—Print
(Long Edge)

35861	The Bridges of Madison County Robert James Waller	F 1C TBPI 10-93
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37384	Creating a Government that Works . . . Al Gore	353 2C APH 11-94
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36779	Flor de Mayo Vicente Blasco Ibáñez (Spanish)	F 2C AFB 08-94
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36562A	Personal Witness: Israel through My Eyes Abba Eban	956 7C AFB 06-94
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Container Label—Print
(Short Edge)

37384

RC 35861

F

Waller, Robert James

The Bridges of Madison County

Askey, Bob 1 cass

4T

Robert Kincaid, a photographer for National Geographic, arrives in Madison County, Iowa, on August 16, 1965, to photograph covered bridges. He stops at the home of Francesca Johnson to ask for directions, but stays for four wonderful days—days that awaken within them a deep and abiding love, which creates another being called “us.” But she is married, and they must let go of one another. Some descriptions of sex. Best-seller. 1992.

RC 37384

353

Gore, Al

Creating a Government that Works Better and Costs Less: From Red Tape to Results; the Report of the National Performance Review

Metzler, Art 2 cass

4T

This report offers recommendations for overcoming bureaucratic resistance and cutting government red tape, for transforming the quality of services delivered to the American people, for changing the culture of the federal workplace, and for cutting costs and making the government accountable for the public's money. 1993.

RC 22295

158

Bloomfield, Harold H., M.D., and
Robert B. Kory

Inner Joy

Metzler, Art, and 1 cass
Dale Carter 4T

Provides case histories, helpful suggestions, and practical exercises to build the body's natural defenses against stress. Dr. Bloomfield believes that he can show the reader how to shake the daily doldrums and unlock inner joy. 1982.

RC 22217

398

selected and edited by Richard Erdoes
and Alfonson Ortiz

American Indian Myths and Legends

Stratton, John 4 cass
4T

A wide-ranging anthology of one hundred sixty tales from one hundred tribes, including accounts of the creation, of heroes and monsters, of war and the warrior code, of love and passion, and of trickery and humor. 1984.

RC 36779

F

Blasco Ibáñez, Vicente

Flor de Mayo

(Mayflower)

Mahiques, Carmen 2 cass

4T

The life of a family of fishermen revolves around their fishing vessel, the Flor de Mayo, and around the colorful port of Valencia where the family plies its trade. Facing great dangers with little compensation, but trusting their skills and luck, the men daily set sail knowing that one day the unforgiving sea will claim their lives as it did their fathers before them. Spanish language. 1895.

(Translation of foreign title)

RC 15243

F

Doctorow, E.L.

Ragtime

(Spanish)

Arriagado, Tito 2 cass

4T

Imaginative, highly individualistic re-creation of early twentieth-century America that blends history with fiction to achieve what appears to be a true story. Explicit descriptions of sex. Bestseller. Spanish language. 1969.

(Name of language when title is same in English and foreign language)

RC 36742A

F Reissue of RD 8474

Clavell, James

Shōgun: A Novel of Japan

In Two Containers

Part A, Sides 1-24

Horgan, Patrick 9 cass

4T

Detailed saga of the struggle between two Japanese warlords for the title of shōgun, the military dictator of seventeenth-century Japan. Violence, strong language, and explicit descriptions of sex. Bestseller. 1975.

RC 36742B

F Reissue of RD 8474

Clavell, James

Shōgun: A Novel of Japan

In Two Containers

Part B, Sides 25-34

Horgan, Patrick 9 cass

4T

Detailed saga of the struggle between two Japanese warlords for the title of shōgun, the military dictator of seventeenth-century Japan. Violence, strong language, and explicit descriptions of sex. Bestseller. 1975.