

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

The Library of Congress

Approved by Director, NLS/BPH

Franklin G. Miller

Date *2/6/98*

Specification: #700

Title: Blank Analog Audio Tape Cassettes

Date: February 1998



Technical Certification

John Cochran
Engineering

5 Feb 98
Date

Don Smith
Quality Assurance

2/5/98
Date

Wald B. Korman
Chief, MDD

2/6/98
Date

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.

TABLE OF CONTENTS

	PAGE
1. SCOPE	1
2. APPLICABLE DOCUMENTS	1
3. REQUIREMENTS	1
3.1 <u>C-0 Cassettes</u>	1
3.2 <u>Audio Tape</u>	1
3.2.1 <u>Tape Stock</u>	1
3.2.2 <u>Tape Length</u>	1
3.3 <u>Splices</u>	1
3.4 <u>Packaging</u>	1
4. <u>Quality Assurance</u>	2
4.1 <u>Definitions</u>	2
4.2 <u>Vendor</u>	2
4.3 <u>Purchaser</u>	2
4.3.1 <u>Inspection of the Vendor</u>	2
4.3.2 <u>Incoming Inspection of Sample Cassettes</u>	2
4.4 <u>Warranty</u>	2

NLS
Specification # 700

1. SCOPE

This document describes requirements for blank analog audio tape cassettes used for in-cassette duplication of audio books and magazines.

2. APPLICABLE DOCUMENTS

NLS Specification 202
Cassette Book Duplication

NLS Specification 701
Library Grade Cassette Shells

The documents cited above are available from:
National Library Service for the Blind and Physically Handicapped,
Library of Congress
Washington, DC
20542

3. REQUIREMENTS

3.1 C-0 Cassettes

All cassette shells and components that comprise a C-0 cassette shall conform to requirements cited in NLS specification 701, Library Grade Cassette Shells. The contractor shall use only makes and models of C-0 cassettes that have been approved by the NLS Quality Assurance Section.

3.2 Audio Tape

3.2.1 Tape Stock

The tape shall be normal bias, analog audio tape stock that conforms to requirements cited in specification 202 and has been approved by the NLS Quality Assurance Section.

3.2.2 Tape Length

The length of audio tape loaded in each cassette shall be not less than 431.0 feet (131.37 meters), but not more than 450 feet (137.16 meters). The length of audio tape in each cassette shall be continuous and free of any splice except for the splices required to attach the audio tape to the leader tapes.

3.3 Splices

The audio tape shall be attached to the leader tapes with splices that conform to splicing requirements cited in NLS specification 202, Cassette Book Duplication.

3.4 Packaging

The cassettes shall be bulk packed in shipping trays with 100 cassettes to a tray and not more than 5 trays to a shipping carton. The cassettes shall be supplied without mailers and shipped with hubs locked.

4. Quality Assurance

4.1 Definitions

- a. This specification defines the purchaser as the agency, organization, or individual that is ordering the blank cassettes.
- b. This specification defines the vendor as the company, organization, or individual that is selling the blank cassettes.

4.2 Vendor

The vendor shall provide the purchaser with a sample cassette that conforms to requirements cited in this specification. The vendor must receive written approval for the sample from the purchaser, before any part of the order is shipped.

4.3 Purchaser

4.3.1 Inspection of the Vendor

- a. The purchaser reserves the right to:
 - Inspect quality assurance procedures on-site as they are used by the vendor
 - Inspect plant facilities or manufacturing processes at any reasonable time
 - Inspect any process, procedure, or tests being performed
- b. The purchaser shall have the authority at any time during the course of the purchase agreement, without advance notice, to select sample blank cassettes at random for testing to requirements cited in this specification.

4.3.2 Incoming Inspection of Sample Cassettes

The purchaser reserves the right to test sample cassettes for conformance to requirements cited in this specification.

4.4 Warranty

All cassettes shall have full warranty of materials and labor for not less than one calendar year and warranty shall begin with the date on which delivery of the full order is completed. Cassettes found to be defective during the warranty period shall be replaced within 20 consecutive working days at no cost to the purchaser.