The Library of Congress
National Library Service for the
Blind and Physically Handicapped

Approved by the Director, NLS/BPH

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Technical Certification

Engineering	2/7/08 Date
Quality Assurance	1/31/08 Date
Production Control	2/5/08 Date
Chief, MDD	3/5/08 Date

Background

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

Using federal funds, NLS annually publishes approximately two thousand books and seventy magazines in audio and braille formats. Titles are selected to appeal to a wide variety of interests. Books and magazines are narrated and duplicated to a high professional standard. The number of copies produced of any title is dependent on anticipated reader demand.

Playback machines and their accessories are designed to facilitate convenient use by blind and physically handicapped people, provide maximum reliability under environmental conditions that are sometimes harsh, and survive handling that may be technically unsophisticated or inadvertently abusive. The equipment plays program materials in a special format compatible with NLS machines. All materials and equipment in the program can be sent to users and returned to libraries postage free.

A cooperating network of fifty-seven regional libraries and seventy-five subregional libraries circulates recorded and braille materials to a readership of some seven hundred thousand adults and children out of a potential eligible population of three million. Magazine subscriptions are provided on a direct-mail basis from the producers. Users must generally deal with service centers in distant cities and communicate by mail, e-mail, or phone with little or no personal contact. All materials come and go through a mail-order system. Fifty percent of the users are more than sixty-four years old and depend on the NLS program for their major source of entertainment and their connection with the print world; ninety-five percent read recorded materials, five per cent read braille.

Users are informed about new books, magazines, and services through two bimonthly publications, annual catalogs, web-based catalogs, and subject bibliographies produced by NLS, as well as 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 need of readers in the program. Materials are produced with those 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 #800

1. SCOPE

This specification covers the transcribing, pressing, and binding of braille books and pamphlets for the Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS).

Braille books are produced under contract by various firms and organizations. Distribution is made directly from the manufacturer to various regional libraries and multistate centers according to instructions. These braille books are then loaned to individual readers.

2. APPLICABLE DOCUMENTS

The following documents and publications of the issue in effect on the date for invitation for bids form a part of this specification (*See* *www.brailleauthority.org* for current BANA documents). 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.

Reference Sources:

Instruction Manual for Braille Transcribing (Fourth Edition, 2000). National Library Service for the Blind and Physically Handicapped.

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

Code for Computer Braille Notation, Braille Authority of North America (BANA).

Computer Braille Code Supplement Flowchart Design for Applicable Braille Codes, Braille Authority of North America (BANA).

Braille Formats: Principles of Print to Braille Transcription. Braille Authority of North America (BANA).

The Nemeth Braille Code for Mathematics and Science Notation, Braille Authority of North America (BANA).

Braille Code for Chemical Notation. Braille Authority of North America (BANA).

Music Braille Code. Braille Authority of North America (BANA).

Guidelines for Mathematical Diagrams, Braille Authority of North America (BANA).

Webster's New International Dictionary, current edition.

Standard:

ANSI/ASQC Z1.4-1993 - Sampling Procedures and Tables for Inspection by Attributes (Equivalent to MIL-STD 105)

Specification:

NLS - #410 - Mailing Carton Labels

3. REQUIREMENTS

Braille shall be produced in full conformance with the currently applicable codes set forth by the Braille Authority of North America (BANA). The Nemeth Code for Braille Mathematics and Science Notation and other specialized codes (such as computer braille notation) shall not be used in books of general literature, unless specified by NLS.

The producer of braille is responsible for making understandable, embossed reproduction of diagrams or clear descriptions of their content. Method and approach are subject to NLS approval.

3.1 Braille

Braille shall be placed on both sides of the page, interpoint, with the exception of diagram pages. Running heads shall not be used.

3.2 Size and Spacing

3.2.1

The nominal height of braille dots shall be 0.019 inches and shall be uniform within any given transcription.

3.2.2

The nominal base diameter of braille dots shall be 0.057 inches.

3.2.3

Cell spacing of dots shall conform to the following:

3.2.3.1

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.

3.2.3.2

The nominal distance from center to center of corresponding dots in adjacent cells shall be 0.245 inches.

3.2.4

The nominal line spacing of braille cells from center to center of nearest corresponding dots in adjacent lines shall be 0.400 inches.

3.3 Paper

3.3.1

Paper for books for general use shall be not less than 80-pound weight (25" x 38" basis) and neither so thin as to produce dots
that are broken at the top, nor so thick as to cause low or uneven dots. Ten percent (10%) tolerance of broken dots per page is permitted.

3.3.2

Paper for manuals for the teaching of braille reading shall be index paper of not less than 90-pound weight and preferably 100-pound weight.

3.3.3

Paper shall be of uniform thickness, color, weight, and texture throughout any one production run.

3.4 Pages

3.4.1

The pages of bound press-braille books of general literature shall not exceed 11-1/8 inches in height and 11-1/2 inches in width after trimming and before binding. Pages of books for grades K-3 shall not exceed 9-1/8 inches in height and 11-1/2 inches in width.

3.4.2

The margins at the top, bottom, and outside edges of the page shall be at least 3/8-inch. At the binding edge, the margin shall be not less than 3/4-inch after binding.

3.4.3

There shall be up to 38 cells per line. Line length shall be fully utilized. An extra cell in the line may be used for error correction on a minimal basis of not more than five percent (5%) for each volume.

3.4.4

There shall be no more than 25 lines per page in general literature, except for reference materials, which shall not exceed 27 lines per page. Books for grades K-3 shall not exceed 20 lines per page. Number of lines shall be uniform. An extra line may be used for error correction on a minimal basis of not more than ten percent (10%) for each volume.

3.4.5 Page Numbering

3.4.5.1 Braille Page Numbering

Pages shall be numbered on the odd-numbered pages at the lower right margin, with no fewer than three blank cells left between the last word of text and the page number. In each volume, all preliminary pages shall be given Arabic numbers, preceded by the letter "p" written un-spaced and without a letter sign.

3.4.5.2 Print Page Numbering

Corresponding print page numbers shall be written in the last cells of the first line of all braille pages, with no fewer than three blank cells left between the page number and the text.

When a print page ends on the last or the next-to-last line of the braille page, the new print page shall start at the top of a new braille page. Where it is not possible to include the heading(s) and at least one line of braille text at the end of a braille page, the heading(s) shall be carried over to a new braille page.
If a new print page starts within a braille page:

a. The braille line shall be terminated with the last word (or portion thereof) on the print page.

b. The new print page number shall be placed at the right-hand margin on the next braille line. The new print page indication (a line of dots 3-6) shall begin at the left-hand margin on the same braille line. No space shall be left between this indicator and the first symbol of the print page number.

c. When any heading starts at the top of a print page but within a braille page, the heading shall be placed on the line immediately below the new print page indicator.

d. When a print page is continued on one or more braille pages, the same print page number shall be placed at the end of the first line on these braille pages. It shall be preceded, un-spaced, by the letter "a" for the first continued page, "b" for the second, etc. These letters shall be written without the capital or letter sign, and the usual three blank cells shall be left between this lettered number and the text.

Print page numbers shall not be shown on title pages, copyright notices, list of special symbols, publisher's descriptions, pages of dedication, transcriber's note pages, or contents pages. All other pages (including preface, foreword, introduction, etc.) shall be numbered in conformity with the print copy, and shall follow immediately after the table of contents.

3.4.6

In general, the thickness of a braille volume is limited, because of bulk and weight, to not more than 250 sides for an inter-point press-brailled volume. The number of pages per volume shall be about the same in multiple-volume books, while staying within the 250 sides limitation and also avoiding the need for an extra volume. In the case of large works, such as dictionaries and encyclopedias, the number of pages may be approximately 300 inter-point sides.

3.5 Print/Braille Title Page

3.5.1 Braille Text on Title page.

Each volume shall contain a print/braille title page (print and braille on the same page). The title page shall contain the following information in the order shown below (see figures 1-A through 1-D for print); braille shall be approximately centered horizontally with the left margin not less than 3/4-inch after binding.

Braille shall be placed so that the braille title begins on line 1 and the line containing the year of production ends on the last line of the page.

a. Complete title (braille: double cap title; single cap subtitle, following standard rules of capitalization).

b. Author's name, as it appears on title page, preceded by the word “ by “

c. Volume (Arabic number) of (Arabic number) Volumes and inclusive braille and print pages in the volume; e.g.,

Volume 1 of 4 Volumes
Braille Pages p1-p12 and 1-154
Print Pages ix-xi and 1-b145

For books produced in one volume:

In 1 Volume
Braille Pages p1-p12 and 1-154
Print Pages ix-xi and 1-b145

d. "Published by: (publisher's name and location as it appears in the print edition, in addition to other information about the publisher and imprint appearing on the title page). Further reproduction or distribution in other than a specialized format is prohibited."

e. "Produced in braille for the Library of Congress, National Library Service for the Blind and Physically Handicapped, by (name of braille producer), (year)." [Year shall reflect the year of final braille transcription, not the contract year.]

3.5.2 Print Text on Title Page (see figures 1-A through 1-D.)

Print copy shall be set flush left 7 inches from the outside edge, ragged right, to a line parallel to and 2 inches from the outside edge, line by line as indicated in 3.5. Type fonts to be used are as follows:

a. Title: 30-point Times Bold, upper and lower case, beginning from a line 2-7/8 inches from the top (2 1/2" for grades K-3) and stacking up from this line, allowing at least 7/8 inch margin at the top edge (at least 1/2" for grades K-3). The alternate setting for long titles is 24-point Times Bold.

b. Author: 18-point Times Roman, upper and lower case, stacking up in a line 4-1/4 inches from the top. There shall be one line feed between the author and other related information, e.g., "edited by ..." such information shall follow print book regarding capitalization. The alternate setting for the author lines is 14-point Times Roman.

c. Volume: (Arabic number) of (Arabic number) Volumes, etc.: 12-point Times Roman, upper and lower case, beginning on a line bisecting the page and stacking up from that line.

d. Further reproduction:10-on-12-point Times Roman, upper and lower case, on a line beginning 3-1/2 inches from the bottom and stacking down from this line.

e. Producer: 10-on-12-point Times Roman, upper and lower case, on a line beginning 1 inch from the bottom (1/2" for grades K-3) and stacking up from this line.

f. Print for a, b, c, d, and e shall be within ± 1/8-inch of the outline dimensions in figure 1-B.

3.6 Copyright Notice

"Copyright (date and holder(s))," shall be in print and braille on the same page, on the reverse side of the title page.

The copyright statement above and any other required print material shall be approximately horizontally and vertically centered on the same page. Print shall be 14- or 15-point Times Roman set flush left approximately two inches from the outside edge, and ragged right to a line parallel to and approximately two inches from the binding. Information appearing in braille on the same page shall be in the order in which it appears in the print edition.

3.7 Special Symbols List and Transcriber's Note Page

If a special symbols page(s) list and a transcriber's note page(s) are necessary for a particular braille book, they shall be placed following the copyright notice page and before the publisher's description page(s).

3.8 Publisher's Description

Following the copyright notice page or special symbols page(s) and transcriber's notes page(s), an additional page(s) is required in volume 1 only to include, in braille, the publisher's description of the book and information about the author from the book jacket, if available.

The information is to be titled:

"BOOK JACKET INFORMATION".
If the same information appears later in the text, it shall not be repeated.

3.9 Table of Contents

3.9.1 Titles in One Volume

This table of contents shall contain the contents of the entire book. The word "CONTENTS" (or any other heading shown in print) on line 1, the word "Page" ending at the right margin on line 3, and any heading such as "Chapter" or "Stories," if given in print or if repeated on each line in print, on line 3 beginning at the left margin. Contents items shall begin on line 4.

3.9.2 In Volume 1 of Multi-volume Titles

This table of contents shall contain the contents of the entire book. This table of contents shall indicate where each succeeding volume begins by listing the volume number (e.g., volume 4), centered, preceded and followed by a blank line. If an item in the contents is continued from the previous volume, the last heading shall be repeated followed by the abbreviation (cont.). The heading "CONTENTS" (or any other heading if it appears in print) shall be centered on line 1. "VOLUME 1" shall be centered on line 3. The word "Page" shall appear ending at the right margin on line 5. If the print contains a heading such as "Chapter," "Stories," etc., or if such a heading is repeated on each line, that heading shall appear at the left margin on line 5. Contents items shall begin on line 6.

3.9.3 In Any Volume after Volume 1

This table of contents shall contain only the contents of the volume in which it appears.

The word "CONTENTS" or any other print heading shall appear on line 1. The word "Page" shall appear ending at the right margin on line 3. If a heading such as "Chapter," "Stories," etc. appears in print, it shall appear at the left margin on line 3. The contents items shall begin on line 4.

3.9.4 Contents Pages Other Than the First Page

No heading shall appear on these pages. Contents items shall begin on line 1. No part of the braille contents may appear on the line containing the running braille page number of any page in the contents.

3.9.5 Books With More Than One Table of Contents

If a book contains both a brief and a detailed table of contents, only the complete brief table of contents shall appear in volume 1. The parts of both the brief and detailed table of contents pertaining to a particular volume shall appear in that volume.

3.10 Completeness of Text

3.10.1 Inclusions

3.10.1.1

The whole text of the print edition including preface, table of contents, introduction, footnotes, glossaries, bibliographies, charts, graphs, tables, indexes, etc., shall be copied unless the NLS contract monitor specifies that any of these shall be omitted. Picture captions shall be included if they give information not given elsewhere in the text, but not if they simply identify the picture.

3.10.1.2

If nothing has been omitted, the following statement shall be made in braille at the end of the table of contents of the first volume or, if there is no table of contents, as the first item on the reverse side of the title page:

"This braille edition contains the entire text of the print edition."

3.10.2 Exclusions

3.10.2.1

Each book shall state, in braille at the end of the table of contents page(s) of the first volume, what parts of the text of the print edition (including preface, introduction, footnotes, glossaries, indexes, tables, picture identification listing, picture acknowledgment listing, maps, etc.) have been omitted. Maps are to be omitted unless NLS contract monitor specifies that they are to be included. If the book has no table of contents, insert as the first item on the reverse side of the title page.

3.10.2.2

The following statement shall be made in the case of omissions:

"This braille edition contains the entire text of the print edition except _____."

3.10.2.3

Bibliographies shall be included unless they require more than 20 braille pages. Notify the Production Control Section if bibliographies are to be omitted for this reason and refer to section 3.10.2.2 for omission statement.

3.11 Bookmark

Each volume shall contain a bookmark, bound in at the head of the volume and at least one (1) inch longer than the diagonal measurement of the book.

3.12 Cover Information - Braille

3.12.1

The following information shall be embossed in un-capitalized braille in the upper left margin of the front cover of each volume, in the order shown:

a.. Title (abbreviated if necessary; abbreviations shall be submitted to Head, Production Control Section, for approval prior to production). If title is printed differently on NLS Production Authorization Record (PAR) than on the title page of print book, follow format shown on PAR.

b. Author (last name and initials)

c. Dewey number, F or JF; e.g.,
634 or J634, F or JF

d. Inclusive print page numbers for the volume (e.g., pages a107 - b192)

e. Volume (Arabic number) of Arabic number volume; e.g.,
v1 of 4v
For books produced in one volume:
In 1v

f. Book number, BR____; e.g., BR2530

3.12.2

Items need not be on separate lines. The information shall be located as close to the spine as possible and in an area not to exceed seven (7) inches long and five (5) lines wide with the lines of braille running from the top, parallel to and extending out no more than 2-1/2 inches from the spine.

3.13 Spine Information

All print shall be Times Roman Bold set flush left, ragged right, with longest line of each item below (a-e) approximately horizontally centered on the spine. Only the following information shall appear in print on the cover spine in the order shown:

a. BR (number) above the top brads or approximately one (1) inch from the top edge, largest type possible: 24-point minimum; e.g., BR2530.

b. Author's last name (14-point minimum; 18-point maximum); upper and lower case.

c. Title (abbreviated if necessary; 24-point minimum); upper and lower case. Abbreviations shall be submitted to Head, Production Control Section, for approval prior to production. If title is printed differently on NLS Production Authorization Record (PAR) than on title page of print book, follow format shown on PAR. Material underlined on the PAR may be printed in all caps.

d. Volume (Arabic number) of *(*Arabic number*)* Volumes in upper and lower case; e.g.,

Volume 1 of 4 Volumes

For books produced in one volume (Arabic number), e.g.,
In 1 Volume

e. Dewey number, F or JF (24-point minimum)

3.14 Color and Ink

Covers shall be dark blue, dark brown, dark green, dark burgundy, or black. No light colors shall be used for covers. Colors other than the cited colors must be approved by NLS in advance. Print shall be white for greatest contrast with the cover color used. Book cover colors shall be varied throughout the term of the contract.

3.15 Bindings

3.15.1

Bindings of braille books must be suited to the thickness of the volumes, to the use to which the books will be put, and to the safeguarding of the height of the braille dots. Bindings must permit the pages to lie sufficiently flat for reading and protect the pages to keep them from tearing out.

3.15.2

Press-braille books shall be durably bound in cloth-covered board bindings, using an imitation leather cover cloth with metal ring binding elements, or equivalent, permanently fastened into the cover. Linear polyethylene plastic material offers acceptable quality. The covers shall overhang the top, side, and bottom of the bound pages by approximately 1/4 inch. Covers and binding method are subject to NLS Quality Assurance Section approval.

3.15.3

Brailled materials published in pamphlet form (75 braille pages or less) shall be bound in covers of heavy paper (preferably jute) or plastic, or be self-covered. NLS will indicate on its order to the braille producer when this binding method shall be used. Appropriate size staples shall be used to adequately secure each volume. Print spine information shall be placed on the front cover. Print copy shall be set flush left on a line parallel to and approximately 2-1/2 inches from the binding.

3.16 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).

3.16.1 Typography

All print shall be typeset in Times Roman font. Division of words between lines shall be based on Webster's dictionary, as cited in section 2. Capitalization shall follow the PAR and double hyphens printed on the 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. Annotation shall be justified left and right with no indent. 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. (Refer to figure 2.)

3.16.2 Format

All of the following elements shall appear on each bookcard in the location specified.

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. 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".

d. 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.

e. Volume information: Number of volumes, expressed as an Arabic number followed by "vols", shall be set on a line 20 points below last title line, flush right to the margin.

f. Annotation: Set on a line 20 points below "vols", 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. Annotation shall be justified left and right paragraph with no indent.

3.17 Books for Grades K-3

3.17.1

A blank line must precede each line of braille unless it is the first line of a page or when it is a line carrying the page change indicator. An additional blank line must appear where braille rules normally indicate a blank line.

3.17.2

All preliminary pages except the table of contents shall be single-spaced.

3.17.3

Each story, poem or other division shall begin on a new braille page.

3.17.4

When each sentence in the print text begins on a new line, follow print copy.

3.17.5

Words shall not be divided between braille lines.

3.18 Electronic Files

The braille producer shall provide the electronic files generated by the braille translation software. The producer shall use the Duxbury Braille Translator or other NLS/BPH approved software package.

3.18.1 Braille files to provide

The formatted braille file (.brf file) shall be provided for each braille volume. The .brf file shall be identical to the embossed braille book. The .brf files shall not contain leading or trailing spaces on braille lines that have been introduced for the purpose of binding offset. These files shall be provided on an NLS approved storage medium/transfer protocol. All filenames must be in the form, nnnnnvxx.brf where “nnnnn” equals the five-digit book number, “v” equals the abbreviation for volume, and “xx” equals the two-digit volume number. A leading zero is required on all single digit volume numbers. All letters must be lowercase and numbers must be Arabic. The file name for volume 5 of braille book BR 12345 would be represented as 12345v05.brf.

3.18.2 Braille translation software

The producer shall use Duxbury Braille Translator or compatible, NLS approved software.

3.18.3 Submission media

The files shall be provided on 3-1/2' high-density computer diskette or other NLS-approved storage medium

3.18.4 Labeling

The contractor shall label each diskette with title, book number, software used followed by version in the form "Ver.n.n", contractor's code, volumes contained on the disc, total volumes in the book, filename extensions of each file type on that diskette, and, when applicable, an indication if the book contains tactile graphics. All labels must be typewritten or printed.

Disc one (1) produced at ABC would be labeled:
A Test Book
BR 12345
Duxbury Ver.5.0 ABC
Vols 1-4 of 8 .brf

3.19 Notes

3.19.1

Footnotes (notes appearing at the bottom of the print page) shall be brailled at the end of the paragraph in which they are referenced, unless the paragraph ends on a page other than the one on which the note appears. In that case, the footnote shall appear at the end of the print page.

3.19.2

End notes (notes appearing at the end of the book or at the end of the chapter) shall be brailled according to the rules in Braille Formats. Notes at the end of the book shall be moved to the volume in which they are referenced.

3.19.3

Format for any other kinds of notes, such as marginal notes or notes on facing pages, will be determined on a case-by-case basis in consultation with NLS.

4. QUALITY ASSURANCE

4.1 Quality Control Plan

The bidder shall submit a document with the bid that details all quality control procedures. The document shall reflect, but is not necessarily limited to, the following:

a. Each and every volume produced shall be inspected by the manufacturer for compliance with specifications.

b. All braille materials shall be proofread to ensure accuracy of transcription.

c. All stereotypers, braille editors, and/or proofreaders employed in the production of press-braille publications shall be certified by NLS.

4.2 Rework

If a significant fault is found in the production units that can be traced to a lack of adequate production control or inspection, the necessary control or inspection shall be instituted without additional charge to NLS.

4.3 Recall

Braille books produced for NLS shall be free of pressing defects and are subject to recall. Repressing shall be at the expense of the manufacturer, based on the above criteria. It shall be the prerogative of the contracting officer to institute a recall.

4.4 NLS Inspection

NLS reserves the right to inspect any process or tests being performed. The NLS representative shall have authority to select, at random, samples of the finished product at any time during the course of the contract to test for adherence to the specified requirements.

4.5 Certified Acceptance Sample

One complete control copy (including two bookcards) and the print copy of each book shall be forwarded to NLS for approval. Such approval is a prerequisite to distribution of each book. Each control copy shall be individually wrapped or boxed. A yellow address label shall be addressed to the attention of the Quality

Assurance Section.

4.6 NLS Quality Control Procedures

4.6.1

Approval or rejection will generally be given five working days after receipt of control copy.

4.6.2

All print or braille on the cover, title page, bookcards, and table of contents shall be checked 100 percent (100%); no errors are permitted.

4.6.3

A general check of the control copy shall be made for accuracy of content, conformance with braille codes, technical specifications, size and spacing of braille dots and lines, quality and size of paper, margins, number of cells per line, number of lines per page, numbering, publisher's description, pages per volume, binding, bookmark, inclusions, exclusions, and mailing cartons.

4.6.4

NLS will use random sampling and statistical techniques during its quality assurance inspection of the text portion of the control copy. Sampling shall be in accordance with ANSI/ASQC Z1.4-1993 General Inspection Level I or II at an acceptable quality level of 4. For purposes of inspection, each volume will be considered a lot and each page a unit. The control copy will be rejected and returned to the manufacturer for 100 percent reinspection and correction when:

a. Three or more errors are detected on any page in the sample.

b. Statistical probability analysis of the sample indicates that more than four percent (4%) of the pages in the control copy contain one or more errors.

c. Any errors occur on the cover, title page, bookcards, or table of contents.

4.7 Warranty

The contractor shall agree to unconditionally warrant each book produced for this program for a period of two (2) years. Books that are found not to be in conformance with this specification shall be returned to the contractor. Defective books shall be replaced and returned within five (5) 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 4.1.

5. LABELING AND PACKAGING

5.1 Mailing Cartons

Mailing cartons shall be of a quality to protect braille materials being sent through the U.S. Postal Service without damage. The braille producer is responsible for the bulk shipment of books from the production point to the lending library or distributing agency in such fashion that books arrive in good condition. The producer must conform to the requirements and restrictions of the U.S. Postal Service with respect to such bulk shipments.

5.2 Mailing Carton Labels

Mailing labels shall be nominal 3 inches x 5 inches and shall contain the following information:

a. Return address of the producer

b. "Free Matter for the Blind or Handicapped"

c. Address of the library

d. Library code of the library (lower right corner of the label)

e. Book number of the book being mailed (lower left corner of the label)

f. Total number of copies being sent to the library in the format, "Copies shipped: _____ " (lower left corner of the label, below the book number)

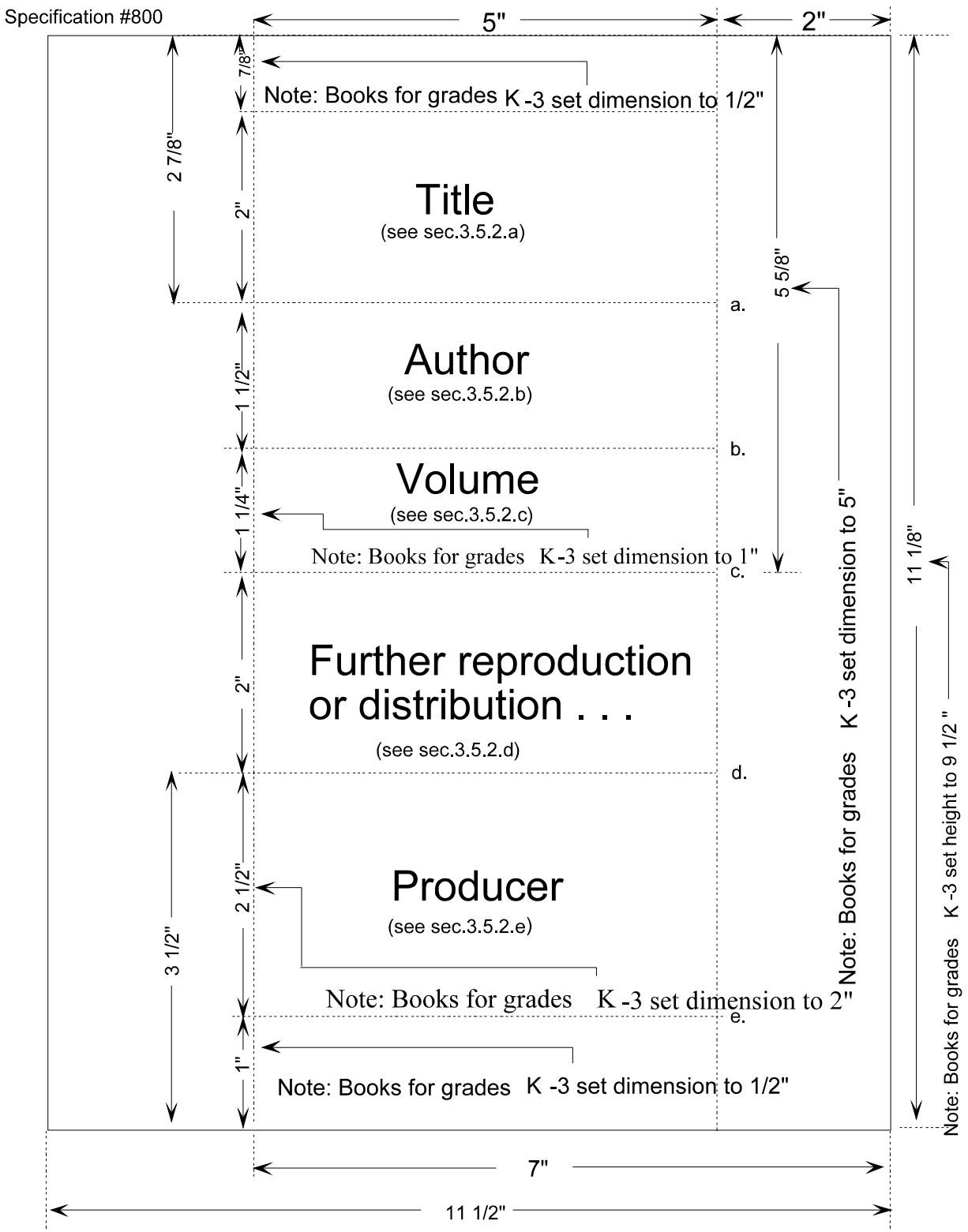
Specification #800
5"
2"
7/8"
Note: Books for grades K -3 set dimension to 1/2"
2 7/8"
2"
Title
(see sec.3.5.2.a)
5 5/8"
a.
Author
(see sec.3.5.2.b)
1 1/2"
b.
Volume
(see sec.3.5.2.c)
1 1/4"
Note: Books for grades K -3 set dimension to 1"
c.
11 1/8"
Note: Books for grades K -3 set dimension to 5"
Further reproduction
or distribution . . .
(see sec.3.5.2.d)
2"
d.
Producer
(see sec.3.5.2.e)
2 1/2"
3 1/2"
Note: Books for grades K -3 set dimension to 2"
e.
1"
Note: Books for grades K -3 set dimension to 1/2"
Note: Books for grades K -3 set height to 9 1/2 "
7"
11 1/2"

Figure 1 - A

The Fifties

By David Halberstam

Volume 1 of 8 Volumes
Braille Pages p1- p25 and 1-222
Print Pages ix-axi, 1- a86 and 737-c752

Published by Villard Books: New York. Further reproduction or distribution in other than a specialized format is prohibited

Produced in braille for the Library of Congress, National Library Service for the Blind and Physically Handicapped, by Braille International, Inc., 1994

Figure 1-B

International Yearbook of Library Service for the Blind and Physically Handicapped Individuals Volume 1/1993

compiled by Friends of Libraries for Blind and Physically Handicapped Individuals in North America, Inc.

Volume 1 of 2 Volumes
Braille Pages p1-p12 and 1-222
Print Pages i-axvi and 1- b95

Published by K.G. Saur Munchen, New Providence. Further reproduction or distribution in other than a specialized format is prohibited.

Produced in braille for the Library of Congress National Library Service for the Blind and Physically Handicapped, by Braille International, Inc., 1994

Figure 1-C

Alex Haley's Queen The Story of an American Family

By Alex Haley and David Stevens

Volume 1 of 7 Volumes
Braille Pages p1-p9 and 1-214
Print Pages 1- b111

A John Smith Book
Published byW. Morrow: New York. Further reproduction or distribution in other than a specialized format is prohibited.

Produced in braille for the Library of Congress National Library Service for the Blind and Physically Handicapped, by National Braille Press, Inc., 1994

Figure 1-D