

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

The Library of Congress

Approved by Director, NLS/BPH

Frank Kent Cagle

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Technical Certification

John Cookson
Engineering

16 Feb 97
Date

Don Smith
Quality Assurance

2/18/97
Date

W. B. Korman
Chief, MDD

18 Feb 97
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.

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1. SCOPE

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

Print/braille books are produced under contract by various firms and organizations. Through NLS, print copies of these books are provided to the producers who are responsible for adding corresponding braille and print information as set forth in this specification. Distribution is made directly from the manufacturer to the various regional libraries and multistate centers according to instruction. These print/braille books are then loaned to individual readers.

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.

Library of Congress, National Library Service for the Blind and Physically Handicapped, Instruction Manual for Braille Transcribing.

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

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

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

Manual of Braille Music Notation, American Edition, 1988 and Manual of Braille Notation, American Edition, 1988, 1993 International Supplement, Braille Authority of North America (BANA).

Braille Code for Columned Material and Tables, Braille Authority of North America (BANA).

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

Code of Braille Textbook Formats and Techniques, Braille Authority of North America (BANA).

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

Webster's New International Dictionary, current edition.

Standard:

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

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 should not be used in books of general literature, unless specified by NLS. The producer of print/braille books 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 Layout

Braille pages shall be inserted between print pages containing text. Braille shall be positioned so that both print and the corresponding braille can be read simultaneously with minimum interference. To achieve this in a uniform manner, begin the braille on the page facing the corresponding text, using interpoint or extra braille pages where necessary. Braille shall be placed so that the last line of text is at the bottom margin. The intent is to avoid obscuring, where possible, an underlying illustration.

3.2 Size and Spacing

3.2.1

The nominal height of braille dots shall be .019 inches and shall be uniform within any given transcription.

3.2.2

The nominal base diameter of braille dots shall be .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 .092 inches.

3.2.3.2

The nominal distance from center to center of corresponding dots in

adjacent cells shall be .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 .400 inches.

3.3 Braille Overlay Material

3.3.1

The overlay shall be transparent.

3.3.2

The thickness of the overlay shall be no less than .005 inches nor so thick that low or uneven dots will result. No broken dots are permitted.

3.3.3

Overlay shall be of uniform thickness, weight, and texture throughout any one production run, and shall provide ease of reading that will not impede finger movement across the page

3.4 Print/Braille Pages

3.4.1

The pages of bound, print/braille books shall conform in size to the original print copy.

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 no less than 3/4 of an inch after binding.

3.4.3

The number of cells required per braille page is determined by the size of the print copy.

3.4.4

The number of lines per page is determined by the size of the print copy.

3.4.5

Both print and braille page numbers are to be used on each odd numbered brailled page. Corresponding print page numbers are to be brailled at the upper right margin on the first line of the page; braille page numbers shall be used at the right margin on the bottom line of the page. All material prior to the beginning of the text; i.e., book jacket information, dedication, contents, etc., shall be numbered with preliminary page numbering and the beginning of the actual text shall begin with arabic page 1. Books without page numbers in the print edition shall be brailled according to literary braille format.

3.4.6

Following the front cover, each volume shall contain both print and braille title pages; braille page first, with the following information in the order shown below (See Figure 1):

- a. Complete Title
- b. Author's name, as it appears on the title page of the print edition, preceded with the word by.
- c. Volume (roman numeral) of (arabic number spelled out) volumes and inclusive pages in the volume; e.g.,

Volume I of Four Volumes
Braille Pages p1-p12 and 1-154
Print Pages 1-b145

For books produced in one volume:
In One Volume
Braille Pages p1-p12 and 1-154
Print Pages 1-b145

- d. "Copyright or © symbol (date and holder(s))."
- e. "Published by: (publisher's name and address as it appears in the print edition). Further reproduction or distribution in other than a specialized format is prohibited."
- f. "Produced in braille for the Library of Congress, National Library Service for the Blind and Physically Handicapped, by (name of braille producer), (year)."
(Place on reverse side of title page, if necessary.)

3.4.7

Following the braille title page, an additional page is required to include in braille only the publisher's description of the book and information about the author from the book jacket, if available. This information is to be titled: **BOOK JACKET INFORMATION**. If the same information appears later in the text, it should not be repeated.

3.4.8

Where applicable, the braille table of contents shall correspond with the print edition, including the page numbers.

3.5 Completeness of Text

3.5.1 Inclusions

The whole text of the print edition including preface, table of contents, introduction, footnotes, glossaries, tables, indexes, etc., shall be copied unless the NLS contract monitor specifies that any of these should be omitted.

3.5.2 Exclusions

Each book shall state, in print and braille at the end of the book jacket information, what parts of the text of the print edition (including preface, introduction, footnotes, glossaries, indexes, tables, etc.) have been omitted. If nothing has been omitted, the following statement shall be made:

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

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

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

After the applicable exclusion statement include one of the following:

"Both print and braille page numbering have been used. The print pages are brailled at the upper right margin on the first line; braille pages are numbered at the right margin on the bottom line."

"This book does not contain print page numbers. The braille page numbers are located at the right margin on the top of each odd-numbered page."

3.6 Bookmark

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

3.7 Cover Information

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

- a. Title (abbreviated if necessary)
- b. Author (last name and initials)
- c. Dewey number, F or JF; e.g., 634 or J634 F or JF
- d. Volume (arabic number) of (arabic number) volumes;

e.g., v1 of 4v

For books produced in one volume:

In 1v

- e. Book number, BR _____: e.g., BR2530

Items need not be on separate lines. The information should be located as close to the spine as possible and in an area not to exceed 6 inches long and 4 lines wide with the lines of braille running parallel to the spine.

3.8 Spine Information

All print shall be Times Roman. Only the following information shall appear in print on the cover spine in this order:

- a. BR (number) above the top brad (largest type possible; 24 pt. minimum) e.g., BR2530
- b. Author's last name (14 pt. minimum; 18 pt. maximum)
- c. Title (abbreviated if necessary; 24 pt. minimum)
- d. Volume (roman numeral) of (arabic number) volumes; e.g., Volume I of 4 Volumes

For books produced in one volume:

In 1 Volume

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

3.9 Color and Ink

Covers shall be opaque white or solid dark blue, dark brown, dark green, or black. Print shall be black on the opaque white covers and white on the dark covers.

3.10 Bindings

Bindings must adequately protect the braille embossing, permit the pages to lie sufficiently flat for reading, and protect the pages to keep them from tearing out.

3.10.1

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 safe-guarding of the height of the braille dots on bindings and brailled pages. Permanently closed loose-leaf binding elements of either metal or plastic are acceptable.

3.10.2

Press print/braille books shall be durably bound in cloth-covered board bindings, using a .90-point Davey board or Dupont 2500 imitation leather cover cloth or their equivalent or better. Linear polyethylene plastic material offers acceptable quality for the cover.

3.10.3

The covers shall overhang the top, side, and bottom of the bound pages by approximately 1/4 inch.

3.10.4

The pages shall be bound in such a manner that a minimum of 100 rough page turnings may take place without damage.

3.11 Bookcards

Color coded bookcards (110-pound card stock) for each title shall be provided by the contractor. Bookcards shall be 3" (+0, -.0625") by 5" (+0, -.0625") in dimension. Each copy of a book shall include two (2) copies of the bookcard for each title. A manuscript text for each bookcard and the color choice shall be provided by NLS. The book number

(bold face of a minimum of 18-point type) shall be printed at the top of the bookcard centered approximately 1/4 -inch below the top edge. All other type shall be 12-point with 2-point leading set on a 15-pica line length, text medium. All type shall be set in upper and lower case. Underlining on the NLS Production Authorization Record shall be followed in typesetting.

4. QUALITY ASSURANCE

4.1

The contractor shall detail his 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 against the original to assure accuracy of transcription.
- c. All stereotypers, braille editors, and/or proofreaders employed in the production of print/braille publications should be certified by NLS.

4.2

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

Print/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.

4.4

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

One complete control copy (including two bookcards) and the print copy of each book shall be forwarded at the contractor's expense to NLS for approval. Such approval is a prerequisite to distribution of each book. A yellow address label shall be addressed to

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the attention of the Quality Assurance Section. Approval or rejection will generally be given within five working days after receipt of the control copy.

4.6

A general check of the control copy shall be made for accuracy of content, conformance with braille codes, technical requirements, 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, as covered in the foregoing specifications.

4.7

NLS will use random sampling and statistical techniques during its quality assurance inspection of the text portion of the control copy. The control copy will be rejected and returned to the manufacturer for 100 percent reinspection and correction if any errors are detected in the sample.

4.8

The contractor shall agree to unconditionally warrant each book he produces for this program for a period of two (2) years. Books 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.

5. PREPARATION FOR DELIVERY

Mailing cartons shall be of a quality sufficient to protect braille materials being sent through the U.S. Postal Service without damage. The print/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 arrived in good condition. The producer must conform to the requirements and restrictions of the U.S. Postal Service with respect to such bulk shipments.

(MODEL TITLE PAGE)

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The Easter Egg Roll Hunt

by Stella Nedda Esther Lapin

In One Volume

Braille Pages p1-p12 and 1-154

Print Pages 1 - b145

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Figure 1