

## **Guidelines for Applying Navigation Markers to Digital Talking Books (DTBs)** *(Modified 6/15/2005 - Modifications shown in **bold italic**)*

Digital talking books produced by NLS shall contain digital markers as needed to allow readers to jump to different segments of the book and to allow readers to selectively “turn off/on” or “escape” from certain book structures. See section 8.5 of ANSI/NISO Z39.86-2002 for general background information on implementing navigation in DTBs.

### **I. Navigation by Headings**

#### **A. General Philosophy**

Navigation by headings shall follow the hierarchical structure of the book in question. Decisions on which segments of the book to make navigable shall not be based only on what is listed in the table of contents, but on a review of the full text of the book.

Include items that readers will likely wish to be able to jump to before reaching them in the process of a linear reading of the book, or return to at a later time. Include items when the extra navigation they provide will enhance readers' comprehension and increase the usability of the book.

Do not omit navigation for a set of items simply because those items are of short duration.

Do not include markers for items in the hierarchical structure of the book if to do so would require a major increase in effort and the benefit to the user would not be commensurate with that effort; that is, readers would not be likely to utilize the extra navigation ability.

A book such as Roberts Rules of Order will certainly need to be marked up to as deep a level as required to permit navigation through the full structure of the book. On the other hand, a novel with many small “headingless” sections within each chapter might not benefit much from the inclusion of navigation to the section level; that judgment would have to be made based on the contents of the book.

#### **B. Marker Placement**

As a default, all DTBs shall contain level one markers for navigation to title/author, annotation, table of contents (if present), the beginning of the body of the book, and closing announcements.

Additional level one markers shall be placed to allow navigation to other major segments of a book as needed following the general philosophy outlined above. The placement of markers will be initially suggested by NLS librarians and production personnel on a book-by-book basis.

Level two and subsequent level markers shall be included when needed following the general philosophy outlined above.

***Any grouping of photo captions, figures, maps, etc. created per NLS Specification #300 section 6.1 shall be marked with a navPoint.***

## II. Other Navigation

Each of the following items, when marked in a DTB, must be implemented in accordance with ANSI/NISO Z39.86-2002. See especially sections 7.4 and 8.4.

### A. Page numbers

Include page numbers when their presence is essential to the efficient use of the book. For example, they shall be marked in cookbooks where recipes are accessed via page numbers. In general, they shall be included in situations where we currently include them in the cassette version.

When page numbers are included in a DTB, a navList for page numbers shall be present, and shall include text and audio navLabels.

### B. Notes and Note References

This category of structures includes footnotes, end notes (notes collected at the end of each chapter or at the end of the book), and what ANSI/NISO Z39.86 calls “annotations” – items printed in a side margin or on a facing page and which contain definitions, explanations, etc. Structures in this category usually contain a number, symbol, or emphasized word(s) within the text to indicate the existence of supplementary material. Alternatively, end notes may include information such as a page number and a word/phrase that indicates what the note references. All of the above structures shall be treated as notes, with the note reference and the note marked separately. End notes whose reference is a word or phrase shall be read where the reference falls in the text. *If the portion of the text referenced is clear from the context, then only the word “note” shall be included as the audio and an asterisk “\*” as the text for the navLabel. When there is ambiguity as to what portion of the text is referenced, the word or phrase shall be used for both the audio and text navLabels.*

When end notes contain no or minimal information about the portion of the text that is referenced by each note, they shall be read where printed and shall not be marked as individual notes.

Notes within notes shall be read but shall not be marked separately.

Explanatory notes shall continue to be read per section 6 of NLS Specification 300 and shall be marked as note references/notes in the DTB.

Source notes shall only be included by special instruction. Because any source notes included in the DTB will also be present in the cassette version, NLS will not request them very frequently.

When any notes in a book are included in the DTB, note numbers shall be read, even if note numbering begins anew on each page or in each chapter. Symbols (asterisks, daggers, etc.) shall not be read; the narrator shall simply say “Note.”

When note references and notes are included in a DTB, a navList for note references shall be present, and shall include text and audio navLabels. A navList is not required for the notes themselves.

### **C. Line Numbers**

When line numbers are present in a book, each printed number shall be marked in the DTB. In addition, each line shall be marked as a separate “segment.” Very few books are expected to contain line numbers.

When line numbers are included in a DTB, a navList for the line numbers shall be present, and shall include text and audio navLabels.

### **D. Sidebars**

Sidebars contain information supplementary to the main text and/or narrative flow. They are usually printed apart from the main text block on a page and are often boxed and may have a heading. No indicator exists within the text to specify where they should be read. All sidebars shall be marked in DTBs (from “Sidebar” through “End of sidebar”). Approximately 15% - 20% of all books assigned are expected to contain sidebars.

A navList is not required for sidebars.

### **E. Reader's Notes**

All reader's notes shall be marked in DTBs (from “Reader's Note” through “End of note” or “Return to text”).

A navList is not required for reader's notes.

### **F. Segments**

Segments are generic chunks of text that are not included in the hierarchy of the book and do not normally have headings. They can be lines (when lines are numbered), glossary entries, list items, paragraphs, table rows, stanzas, etc. Portions of a book shall be divided into segments when the ability to step forward or backward through the items is essential or highly useful to a reader.

Each entry in a glossary, bibliography, or index (when included) shall be marked as a segment to allow a reader to easily find a given entry.

Lists shall be divided into segments when NLS indicates so by special instruction or when the producer judges that the contents of the list are important to the use of the book, and the list:

- is ordered (numbered or alphabetized) or,
- consists of instructions or,
- contains items which are lengthy or complex (lists with very short items won't benefit as much by segmentation) or,
- has other features which strongly support segmenting the list.

When marking up a DTB structure (glossary, list, table, etc.) with segments, mark each item in the structure as a segment. In addition, if the first piece of content following the given structure is not already marked in some way for navigation, mark it as a segment. (For example, if a list of ten items is followed by an unmarked paragraph, mark the start of the paragraph as the beginning of a segment. If a glossary is followed immediately by a new chapter, however, the chapter heading will be marked as a navigation point and should not be marked as a segment.)

A navList shall not be included for segments.

### ***III. Escapability and Skippability***

***Page numbers, line numbers, notes, note references, producer's notes (reader's notes) and sidebars shall be skippable.***

***Producer's notes (reader's notes) and notes shall be escapable.***

***Tables, charts, captions, figures, illustrations are neither skippable nor escapable. However, any reader's notes describing the tables, charts, captions, figures or illustrations shall be skippable and escapable.***

***Segments are neither escapable nor skippable.***