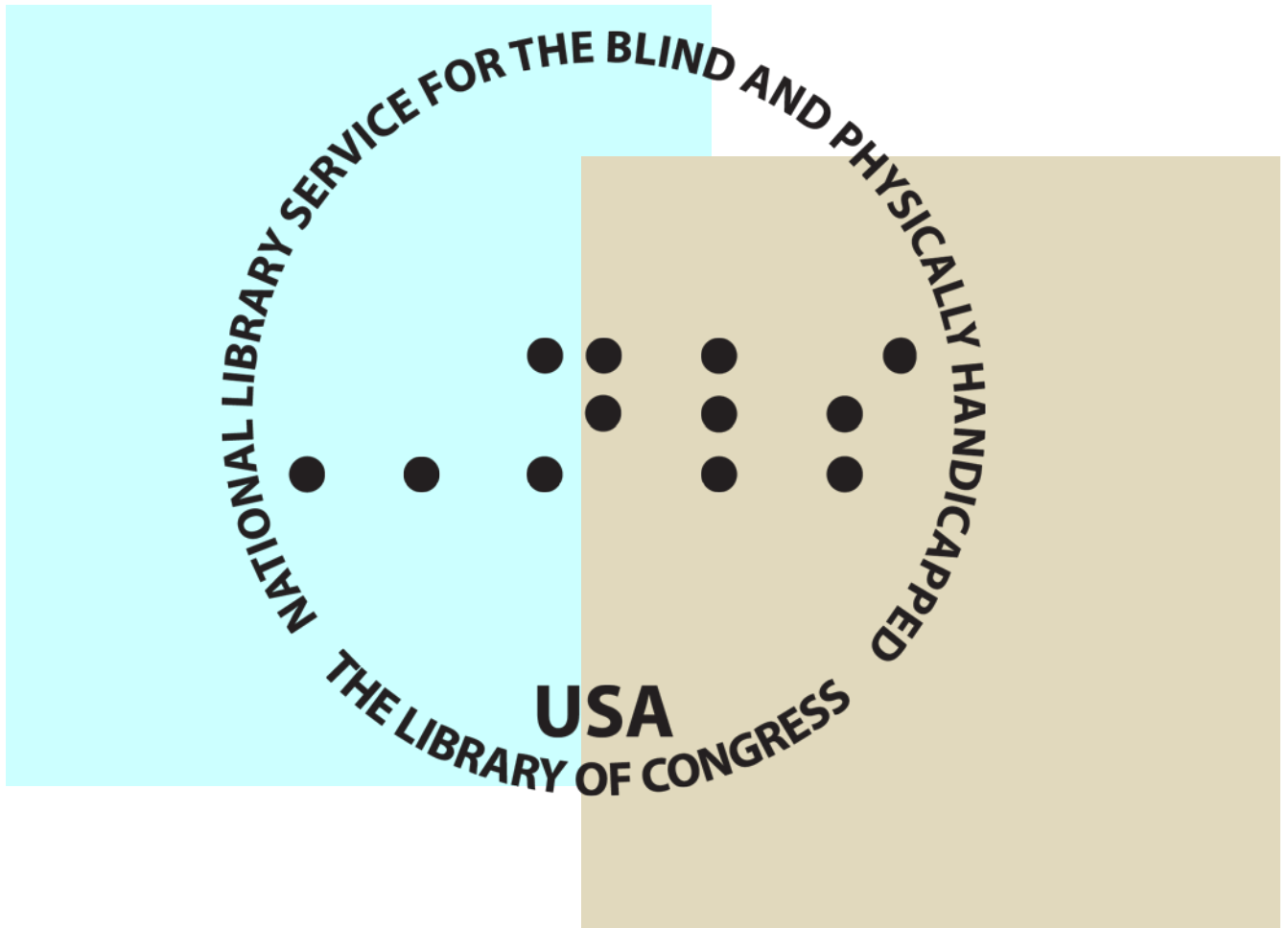




LIBRARY OF CONGRESS
National Library Service
for the Blind and
Physically Handicapped

Specification 800:2014

Braille Book and Pamphlets







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1. Scope

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

Braille books and pamphlets are produced for NLS/BPH under contract. The material is distributed directly from the manufacturer to various regional libraries and multistate centers. Physical copies of these braille books are then loaned to individual readers. Electronic braille files are also made available to patrons for direct download.

2. Reference Documents

The following documents and publications 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.

2.1 Specifications

National Library Service for the Blind and Physically Handicapped

NLS/BPH Specification 410
Mailing Carton Labels

NLS/BPH Specification 1207
Uploading Braille Books and Magazines

The documents cited above are available from:

National Library Service for the Blind and Physically Handicapped
Library of Congress
1291 Taylor Street, NW
Washington, DC 20542
www.loc.gov/nls/specs/

Braille Authority of North America

English Braille, American Edition 1994, Revised 2002
BANA Braille Codes Update 2007

The document cited above is available from:

www.brailleauthority.org/update07/codesupdate2007-rev1.pdf

Braille Formats: Principles of Print-to-Braille Transcription, 2011

The document cited above is available from:

www.brailleauthority.org/formats/2011manual-web/

2.2 Standards

American National Standards Institute (ANSI)

ANSI/ASQ Z1.4-2003 (R2013) Standard
Sampling Procedures and Tables for Inspection by Attributes

The document cited above is available from:

American Society for Quality
Quality Press
611 East Wisconsin Ave.
PO Box 3005
Milwaukee, WI 53201-3005
www.asq.org/quality-press/index.html

2.3 Reference Sources

National Library Service for the Blind and Physically Handicapped

Instruction Manual for Braille Transcribing, current edition

Braille Authority of North America

Code for Computer Braille Notation

Computer Braille Code Supplement Flowchart Design for Applicable Braille Codes

The Nemeth Braille Code for Mathematics and Science Notation

Braille Code for Chemical Notation

Music Braille Code

Guidelines and Standards for Tactile Graphics

Merriam Webster Co.

Webster's New International Dictionary

3. Requirements

Braille shall be produced in 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/BPH. The Guidelines in *Braille Formats: Principles of Print-to-Braille Transcription*, shall be followed. Interpretations of the guidelines are subject to NLS/BPH approval.

The producer of braille is responsible for providing clear descriptions of the content represented in diagrams or, when required by the contract, embossed reproductions. The method and style of such descriptive text is subject to prior NLS/BPH 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 Height

The height of braille dots shall be 0.019 +0.002/-0.001 inches and shall be uniform within any given transcription.

3.2.2 Diameter

The base diameter of braille dots shall be 0.057 +0.002/-0.001 inches.

3.2.3 Cell Spacing

Cell spacing of dots shall conform to the following requirements:

- a. The distance from center to center of adjacent dots (horizontally or vertically, but not diagonally) in the same cell shall be 0.092 +0.002/-0.001 inches.
- b. The distance from center to center of corresponding dots in adjacent cells shall be 0.245 +0.005/-0.001 inches.

3.2.4 Line Spacing

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 Books

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.

3.3.2 Uniformity

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

3.4 Pages

3.4.1 Dimensions

The pages of bound braille books of general literature shall measure between 11 inches and 11.125 inches in height and between 11.25 and 11.5 inches in width after trimming and before binding. Pages of books for grades K–3 and younger readers shall measure between 9 inches and 9.125 inches in height and shall measure between 11.25 and 11.5 inches in width.

3.4.2 Margins

The margins at the top, bottom, and outside edges of the page shall be at least .375 inch. At the binding edge, the margin shall be not less than .75 inches after binding.

3.4.3 Line Length

There shall be up to 40 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 5 percent for each volume.

3.4.4 Lines Per Page

There shall be no more than 25 lines per page in general literature, except for reference materials, which shall not exceed 26 lines per page. Books for grades K-3 and younger readers 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 10 percent for each volume.

3.4.5 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 transcriber-generated pages shall be given Arabic numbers preceded by the letter “t” written unspaced and without a letter sign. All print preliminary pages, including the table of contents shall be given Arabic numbers, preceded by the letter “p” written unspaced and without a letter sign.

3.4.6 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. Print page numbers shall appear on all pages that are numbered in the print text, including preliminary pages. Print page pagination throughout the book shall follow the guidelines laid out in *Braille Formats: Principles of Print-to-Braille Transcription*, current edition, including provisions for blank lines in contact with print page changes.

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.

- c. 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.
- d. 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.
- e. 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, unspaced, 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.
- f. Print page numbers shall not be shown on title pages, copyright notices, lists of special symbols pages, publisher’s descriptions or transcriber’s note 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.

3.4.7 Pages per volume

A braille volume shall contain a maximum of 160 inter-point brailled sides (80 sheets.) Where a book exceeds 80 sheets and thus consists of more than one volume, the sheets shall be evenly distributed among the volumes. In the case of large works, such as dictionaries and encyclopedias, with prior approval from the contract monitor the maximum number of inter-point brailled sides per volume shall be 200 (100 sheets). In the case where the 80 sheet per volume limit would be exceeded by a few sheets, approval from the contract monitor may be sought to exceed the limit in order to avoid an extra volume.

3.5 Print/Braille Title Page

Each volume shall contain a print and braille title page. The print and braille may be on the same sheet. If the print and braille are on separate sheets, the print page will precede the braille page. The title page is a transcriber-generated page. The title page text shall match that of the print edition plus the NLS/BPH specific information listed below. Prior approval of the contract monitor shall be obtained for any deviation of the text from that contained in the print edition.

3.5.1 Braille Text on Title Page

The title page shall contain the following information in the order shown below. Braille shall start at the left margin not less than .75 inches 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: following print capitalization but ignoring print emphasis unless only part of the title or subtitle is emphasized.
- b. Author’s name, (or other responsible party(ies)) as it appears on title page, preceded by the word “by” only if it appears in print
- 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 t1-t3, p1–p12 and 1-154

Print Pages ix-xi and 1-b145

For books produced in one volume:

In 1 Volume

Braille Pages t1-t3. 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. The publisher’s website, if given, shall follow the publisher’s name and location].”
- e. The text “Further reproduction or distribution in other than a specialized format is prohibited.”
- f. ISBN: 978-0465032631 (example)
- g. “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 expected ship date, not the contract year.)

3.5.2 Print Text on Title Page

Print text shall match that of the braille text specified above. Margins for print text shall be set flush left 8.5 inches from the outside edge, ragged right, 2 inches from the outside edge as indicated in drawing 800-001 (see Appendix A). Fonts to be used are as follows:

- a. Title: 30-point Times Roman Bold, upper and lower case, beginning from a line 2.875 inches from the top (2.5inches for grades K–3) and stacking up from this line, allowing at least .875-inch margin at the top edge (at least 0.5 inch for grades K–3). Such information shall follow print book regarding capitalization.
- b. Author: 18-point Times Roman, upper and lower case, stacking up in a line 4.125 inches from the top. There shall be one blank line between the author and other related information, e.g., “edited by . . .” Such information shall follow print book regarding capitalization.
- 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. The publisher information and text “Further reproduction or distribution in other than a specialized format is prohibited.” 10-point Times Roman, upper and lower case, on a line beginning 3.5 inches from the bottom and stacking up from this line.
- e. ISBN: 978-4547672345 (example). 10-point Times Roman, upper case, on a line beginning 2.5 inches from the bottom.
- f. Producer: 10-point Times Roman, upper and lower case, on a line beginning 1 inch from the bottom (0.5 inches for grades K–3) and stacking up from this line.
- g. Print for a, b, c, d, e and f shall be within $\pm .125$ -inch of the outline dimensions in drawing 800-001 (see Appendix A).

3.6 Copyright Notice

“Copyright (date and holder(s)),” shall be in print and braille, on the reverse side of their respective title pages.

The copyright statement above and any other required print material shall be approximately horizontally and vertically centered on the same page. Print shall be 15-point Times Roman set flush left approximately 2 inches from the outside edge, and ragged right to a line parallel to and approximately 2 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. This page is a transcriber-generated page and should include a statement indicating whether the transcribed text is from an eBook or a physical copy of the book (see section 3.7.2).

3.7 Special Symbols List and Other Transcriber-generated Pages

The special symbols list and transcriber’s notes page are transcriber-generated pages and should be numbered beginning with the letter “t.” The special symbols page should follow the copyright page, and the transcriber’s notes page should follow the special symbols page. Transcriber-generated information shall follow rules of correct spelling and grammar and shall be appropriate to the reading level of the book. The format for these pages shall follow the guidelines in *Braille Formats: Principles of Print-to-Braille Transcription*. Their content shall meet the requirements below.

3.7.1 Special Symbols Page

Special symbols shall be grouped according to topic, not in the order in which they appear. Only the following special symbols shall be listed on the special symbols page.

- a. Transcriber-generated symbols
- b. Note-reference indicators
- c. Color indicators
- d. Arrows
- e. Foreign language accents and punctuation
- f. Pronunciation symbols when not listed in a separate pronunciation key
- g. Nemeth symbols used in a book in which Nemeth is not the primary code, excluding numbers, numeric indicator, signs of operation, equals sign, decimal point, comma, and punctuation indicator
- h. Symbols unique to the chemistry code

3.7.2 Transcriber’s Note Pages

The transcriber’s notes page shall contain all information about inclusion/exclusion of materials, specialized codes used, and any other materials recommended by *Braille Formats: Principles of Print-to-Braille Transcription*, or other applicable codes. One of the following statements, as applicable, shall appear as the first paragraph on the transcriber’s notes page.

- a. “This braille edition contains the entire text of the print edition.”
- b. “This braille edition contains the entire text of the eBook edition.”

- c. “This braille edition contains the entire text of the [print, eBook] edition except [list of exclusions here].”

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 that includes, 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 is excerpted and appears later in the text, it shall not be repeated unless omission of the information would materially affect the reading of the overall passage.

3.9 Table of Contents

The table of contents, if one appears in print, shall be formatted according to the guidelines given in Section 2.10 of *Braille Formats: Principles of Print-to-Braille Transcription*. Volume divisions shall be indicated in volume 1 of multi-volume books. Succeeding volumes shall contain only the table of contents for that volume. For complex nonfiction material, a table of contents may need to be generated by the transcriber in order to assist the reader in quickly locating the material. In this instance the contractor shall contact the NLS/BPH contract monitor for guidance.

3.9.1 Inclusions

The whole text of the print edition, including preface, table of contents, introduction, notes, glossaries, bibliographies, charts, graphs, tables, indexes, etc., shall be copied unless prior written direction has been given by the NLS/BPH contract monitor specifying that any of these shall be omitted. Picture captions shall be included if they provide information not given elsewhere in the text, but not if they simply identify the picture.

3.9.2 Edition Omissions

In the case of omissions, the proper transcriber’s statements shall be inserted as the first paragraph of the transcriber’s notes page (see section 3.7.2).

3.9.3 Bibliographies

Bibliographies shall be included. Prior notification shall be given to the NLS/BPH contract monitor if the number of pages required for the bibliography will be longer than the number of pages required for the text of the book. The contract monitor may modify this requirement in such circumstances.

3.10 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.

3.11 Cover Information—Braille

3.11.1 Front Cover

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; abbreviations shall be submitted to the NLS/BPH contract monitor, for approval prior to production). If title is printed differently on NLS/BPH 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
- 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., BR25795

3.11.2 Location

Items listed in 3.11.1 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 7 inches in length and 5 braille lines with the lines of braille running from the top, parallel to and extending out no more than 2.5 inches from the spine. The information can be embossed directly on the cover or on a label. If the required items cannot be accommodated in the space available, abbreviated items may be used upon prior approval by the NLS/BPH contract monitor. If a label is used it shall be either clear or white with dimensions not to exceed 7 inches long and 5 inches wide. Samples of finished bindings with proposed label stock and adhesive shall be submitted for inspection and approval by NLS/BPH Quality Assurance Section prior to use. Samples will be tested by the method defined in section 4.5.3. Samples that do not pass the test will not be approved.

3.12 Spine Information

All print shall be white in Times Roman Bold set flush left, ragged right, with longest line of each item below (a–e) approximately horizontally centered on the spine. The spine information shall be printed directly on the cover or on a label. If a label is used it shall be the same color as the cover and the print shall be white. The label dimensions shall be 11+0/-1 inches long and 2+.375/-0 inches wide. Samples of finished bindings with proposed label stock and adhesive shall be submitted for inspection and approval by NLS/BPH Quality Assurance Section prior to use. Samples will be tested by the method defined in section 4.5.3. Samples that do not pass the test will not be approved.

Only the following information shall appear in print on the cover spine in the order shown:

- a. BR (number) approximately 1 inch from the top edge, largest type possible: 24-point minimum; e.g., BR25795
- 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 (title case). Use of abbreviations shall require the prior approval of the NLS/BPH contract monitor. If the title on NLS/BPH Production Authorization Record (PAR) differs from that printed on title page of print book, follow format shown on PAR. Material underlined on the PAR may be printed in all capital letters.
- d. Volume (Arabic number; 20-point minimum) of (Arabic number; 20-point minimum); volumes in upper and lower case (20-point minimum); e.g. Volume 1 of 4 Volumes

For books produced in one volume (Arabic number): In 1 Volume

- e. Dewey number (24-point minimum)

3.13 Bindings

3.13.1 General

Bindings of braille books shall be durable and appropriate to the thickness of the volumes so as to safeguard the height of the braille dots. Bindings must permit the pages to turn easily, lie sufficiently flat for reading and protect the pages to keep them from tearing out.

3.13.2 Covers

Braille books shall be durably bound. A preferred durable binding is a cloth-covered board binding using imitation leather cover cloth, permanently fastened into the cover. The covers shall overhang the top, side, and bottom of the bound pages by approximately .25 inches. The cover materials and binding method shall require prior testing and approval of NLS/BPH. Any change in the cover materials or binding methods shall require the prior approval of the NLS/BPH contract monitor. NLS/BPH encourages exploration of alternative, cost efficient, durable binding methods.

3.13.3 Color and Ink

Covers shall be dark blue, dark brown, dark green, dark burgundy, or black. Only one color shall be allowed per title. No light colors shall be used for covers. Colors other than the cited colors must be approved by the NLS/BPH contract monitor in advance. Print shall be white for greatest contrast with the cover color used.

3.13.4 Pamphlets

Any book with 75 pages or fewer is considered a pamphlet by NLS/BPH. Brailled materials published in pamphlet form (75 braille pages or fewer) shall be bound in covers of heavy paper or plastic. These books may not be self-covered. NLS/BPH 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 2.5 inches from the binding.

3.14 Books for Grades K–3 and Younger

3.14.1 Blank Lines

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.

3.14.2 Line Spacing

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

3.14.3 Book Divisions

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

3.14.4 Style

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

3.14.5 Word Format

Words shall not be divided between braille lines.

3.15 Notes

3.15.1 Footnotes and End Notes

Footnotes (notes appearing at the bottom of the print page) and end notes (notes appearing at the end of the book or at the end of the chapter) shall be brailled according to the guidelines in *Braille Formats: Principles of Print-to-Braille Transcription*.

3.15.2 Other Notes

The contractor shall propose a format for any other kinds of notes or heavily annotated books, such as including notes in a separate section or volume. The proposal shall require the approval of the NLS/BPH contract monitor prior to production.

3.16 Electronic Files

The contractor shall deliver the electronic files generated by the braille translation software for each book. The producer shall use the most up-to-date version of the Duxbury Braille Translator or other NLS/BPH-approved software package.

3.16.1 Braille Files for Submission

The formatted braille file (.brf file) shall be provided for each braille volume. The .brf file shall contain material identical to that used to create the physical braille title. The .brf files shall not contain leading or trailing spaces on braille lines that have been introduced for the purpose of binding offset.

3.16.2 Braille File Name Conventions

All filenames must be in the form, nnnnnvxx.brf where “nnnnn” equals the 5-digit book number, “v” equals the abbreviation for volume, and “xx” equals the 2-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.

3.16.3 Electronic File Submission

The files shall be submitted to NLS/BPH according to the requirements of NLS/BPH Specification 1207.

4. Quality Assurance

4.1 Contractor Quality Assurance Plan

The bidder shall submit a document with the bid that details all of its quality assurance 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 transcribers, braille editors, and/or proofreaders employed in the production of braille publications shall be NLS/BPH-certified braille transcribers.

4.2 Quality Assurance Corrective Action Required by NLS/BPH

If a significant fault (non-conformance with specifications) 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/BPH

4.3 Recall

Braille books produced for NLS/BPH are subject to recall. Reproduction or correction of books to bring them into conformance with the specifications shall be at the expense of the manufacturer, based on the above criteria. It shall be the prerogative of the NLS/BPH contract monitor to institute a recall.

4.4 NLS/BPH Inspection of Contractor

NLS/BPH reserves the right to inspect any process performed by the contractor. The NLS/BPH 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 Control Copy

One complete control copy, the BRF files, and the print copy of each book shall be forwarded to NLS/BPH for approval. Such approval is a prerequisite to distribution of each book. Each control copy, with the exception of the BRF files, shall be individually wrapped or boxed and addressed to the attention of the NLS/BPH Quality Assurance Section. Note that for books that have multiple volumes, the volumes should be kept together in one package to the extent possible. Multiple books may be placed in one carton for shipping purposes. However, weight, size and durability of the shipping cartons should be given consideration when determining how to ship.

4.5.1 NLS/BPH Quality Control Procedures

The control copy will be examined by the NLS/BPH Quality Assurance section for conformance to this specification.

4.5.1.1 100-Percent Inspection

NLS/BPH Quality Assurance shall examine 100% of the print and braille on the cover, title page, and table of contents of the control copy for conformance with this specification; no errors are permitted.

4.5.1.2 General Inspection

NLS/BPH Quality Assurance shall perform a general check by sampling of the control copy for accuracy of content, conformance with braille codes and the applicable technical specifications.

4.5.2 Sampling

NLS/BPH 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/ASQ Z1.4-2003 (R2013) Standard Sampling Procedures General Inspection Level II at an acceptable quality level of 4.0. 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 re-inspection and correction when:

- a. Three or more errors are detected on any page in the sample; or,
- b. Statistical probability analysis of the sample indicates that more than 4.0 percent of the pages in the control copy contain one or more errors; or,
- c. Any errors occur on the cover, title page, or table of contents.

4.5.3 Label Printing and Adherence

NLS/BPH will test the printing and adherence of labels used in the production process. The control copy shall be placed in a temperature controlled environment at 0 degrees Fahrenheit for 24 hours and then at 110 degrees Fahrenheit for 24 hours. After return to 70 degrees Fahrenheit, nominal room temperature, the labels on the control copy shall be inspected for adherence. There shall be no peeling, curling, or bubbling of the label allowed. There shall be no visible degradation of the printing to the unaided eye after scratching 10 times with a fingernail.

4.6 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 yearly report on warranty returns shall be forwarded to the NLS Quality Assurance Section. The yearly 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.

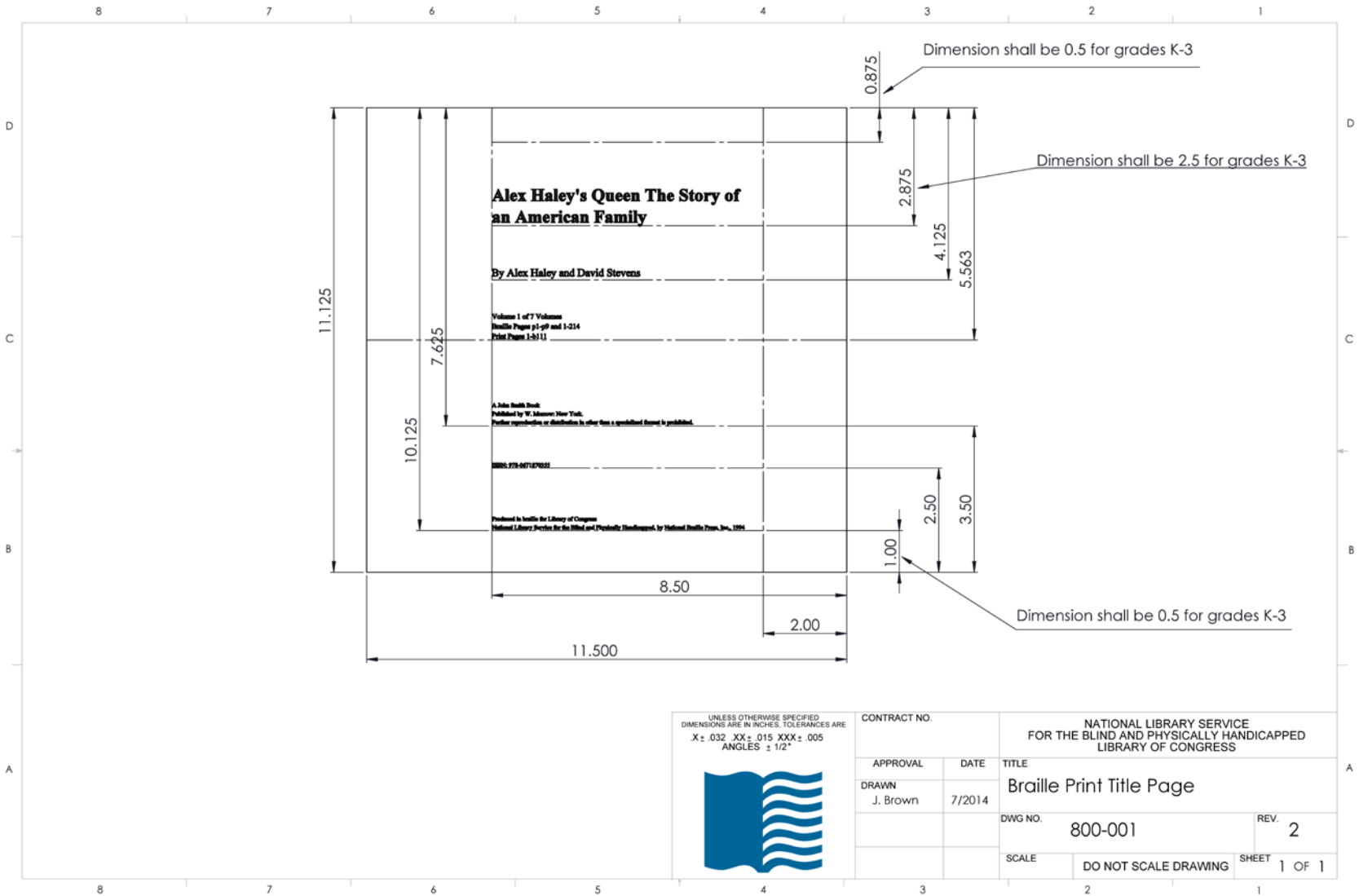
5.2 Mailing Carton Labels

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: [number of copies]” (lower-left corner of the label, below the book number)

Appendix

A. Braille Print Title Page



B. Example Braille Print Title Page

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 by W. Morrow, New York.
Further reproduction or distribution in other than a specialized format is prohibited

ISBN: 978-0671870355

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