

# BARD Instruction Manual

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# Introduction to BARD

## What is BARD

BARD stands for Braille and Audio Reading Download. BARD allows patrons of the Mississippi Talking Book Services to independently download Braille and audio books. Downloading from BARD is a convenient way to quickly find the materials you are searching for. BARD currently has over 67,000 titles available for download and more are added every week! A BARD app for Android and IOS devices even allows you to download books to your mobile device.

## Requirements for BARD

Downloading books from BARD has a few requirements.

- You must be an active member of a participating National Library Service library (like Mississippi Talking Book Services).
- Your account must be in good standing, meaning it is active and has no overdue materials.
- A computer and internet access is required to access the BARD website and online application.
- A basic understanding of the Internet and computers is recommended. Using BARD will require you to do several of the following procedures:
  - Accessing web pages

- Filling in online forms.
- Using e-mail.
- Creating, moving and deleting files.
- Unzipping files.
- Downloading apps.
- Downloading books to read on your digital player also requires the use of a thumb drive or a blank NLS cartridge and cable (if you need a recommendation on where to purchase a cartridge and cable please call your library).

If you are downloading books onto your mobile device, you do not need a thumb drive or blank NLS cartridge.

If you have questions about any of these requirements or procedures please contact your library and they will help you answer any questions.

## The Application

Once you have an active email address, a storage device such as a thumb drive or NLS cartridge, and a computer with internet access you are ready to get started. The first step in creating a new BARD account is submitting an online application. The BARD application can be accessed at <https://nlsbard.loc.gov/>

- Click on the **BARD application instructions** link to begin. Individuals will fill out the BARD application for individuals and institutions will fill out the BARD application for institutions. Select the appropriate application to begin.
- The application will ask you to select the library you are affiliated with. You will select the option for MS from the drop down menu.
- The next part of the application will ask you for your contact information including name, address, and email address. It is important to input a valid email address as this is where your username and password will be sent. **Your username is your email address.**

- Once you are finished filling in the application hit the **submit** button on the bottom of the page. This will send the application to your library. Once your application is received it will be reviewed. If your account is in good standing your application will be approved and you will receive an email with your username and password.

## Logging In

Once your account has been approved and you have received an email with your username and password you can login to BARD for the first time.

- Go to <https://nlsbard.loc.gov/> and enter your username and password.

At this point you will be asked to set a new password. Create a new password that

- Is at least 8 characters long, has one letter(A, B, C...)
- Has one number (1, 2,3...)
- Does not contain a common word, have any repeated characters and is not your first or last name.

After your password is set you may also be asked to accept a pledge. Read and accept the pledge to continue.

## Searching for Books

Knowing how to search BARD will help you find the books that you want to read. There are a number of different ways to search and find books using BARD. Finding out which method works best for you will take some time.

### **Recently Added Books and Magazines**

Recently added books and magazines is the first link on BARD's main page. This is a list of the books and magazines that have been added to the collection in the past 30 days. If you want to see the newest books, this is where you can find them.

### **Most Popular Books**

This link lists the most downloaded books that other BARD patrons are reading. If you want to see the most popular books available, this is where you can find them.

### **Search the Collection**

If you want to search for a particular book or author you can use the "Search the collection" tool located under the FIND BOOKS heading. You can search the collection by title, author, book number or series. Once you input your search term press the **Go** button.

The search results will find all of the Audio and Braille books that match your search term. Audio books are always listed first followed by Braille books.



If your search term isn't specific enough you will be given a large number of results that can be hard to sort through:

- Searching by author will give you all of the books a particular author has written.
- Searching by title will give you all of the books that have similar titles.
- Searching by book number is the most specific way to find a book. If you are looking for a book and cannot find it or would like to know the book's number, you can call and ask your library.

### **Browse by Author's Last Name**

This option will list authors alphabetically by their last name and list all of their books. This will give you a very large number of results.

### **Browse by Book Title**

This option will list all available books alphabetically by title. This option also gives you a very large number of results.

### **Browse by Subject**

This option is good when you do not have a particular book that you want to read but you know what subject or genre you would like to read. For example, you can select Western Stories and this search will list all of the Western Stories alphabetically by title. This option also gives you a large number of results.

## **Finding Magazines and other Materials**

This section is located near the bottom of the web page has two options: you can browse the most recent issues uploaded to BARD or you can select the title of the magazine you wish to read from the drop down search menu.

## **Special Collections**

BARD contains two special collections in addition to its main audio and Braille book collection.

### **Foreign-Language Collection**

Books in this collection are specially acquired books in languages other than English. They include books in Spanish, French, German, Polish, Portuguese, Russian, Ukrainian, Lithuanian, Chinese and Arabic.

### **Music Collection**

The music collection contains musical scores and books. The audio materials in this collection are instructional or music appreciation presentations. You can search this collection using the same methods as searching the main BARD collection.

## Downloading an Audio Book (Windows)

After you have found a book you would like to read. You can download the file to listen to on your NLS player.

- To begin you will want to plug in the thumb drive or blank NLS cartridge that you wish to use.
- Navigate to the book you want to download on the BARD website. Underneath the book's description there is a link that says **Download**. Click on this link.

### [Go set a watchman: a novel DB81896](#)

Lee, Harper. Reading time: 7 hours, 42 minutes.  
Read by Kate Kiley.

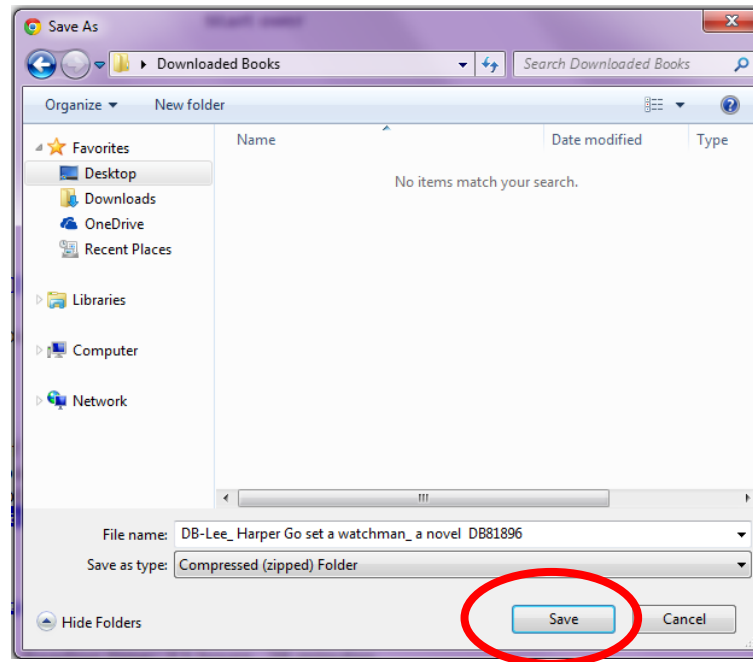
General

Twenty years after the events of To Kill A Mockingbird (DB 77672), Jean Louise Finch (once known as Scout) returns home to Maycomb, Alabama. She confronts the racism of her hometown in the 1950s, including the views Atticus, the father she idolizes. Some strong language. 2015.

[Download Go set a watchman: a novel](#)

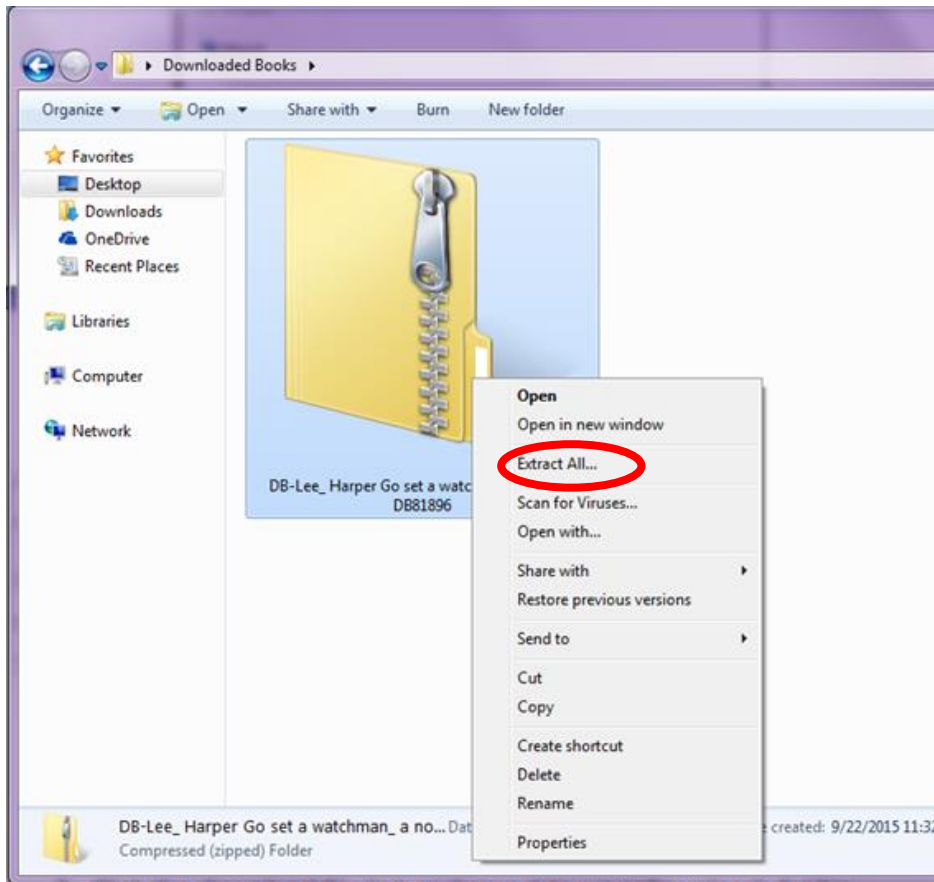
- A popup window will appear asking you where you would like to save your audio book file. Where you save your file is up to you. But ***it is important to save it somewhere you can easily find later.*** A common practice is to create a "Downloaded Books" folder on your Desktop or My Documents folder and to save all of your downloads to this one folder.

- Once you have navigated to the folder you wish to save your book. Click on the **Save** button on the bottom of the window. This will begin your download.

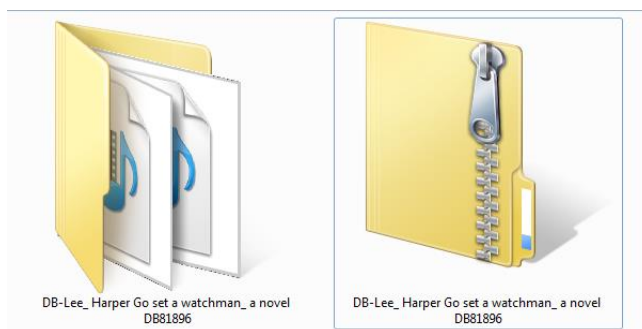


All of the audio books you download from BARD will be downloaded as .zip files. In order to play these files you will need to unzip the files.

- Navigate to the folder where you saved the book you download. When you are in the folder, right click on the downloaded file. A drop down menu will appear. Select **“Extract All”** from the menu.



- Another pop up window will appear asking where you would like to extract your file. The default setting will place the file in the same folder your original file is saved in. Unless you wish to change the default, keep the settings as they are and click on the **Extract** button on the bottom of the window.
- When your file has finished extracting, there will be two files; one is zipped and the other is unzipped. Deleted the zipped file. This file can be distinguished by it's zipper graphic.



Unzipped File

Zipped File

You will now need to copy your unzipped file to the thumb drive or blank NLS cartridge you will be using with your player. One easy way to do this is to right click on the unzipped audio file and select “Copy” from the dropdown menu.

- Navigate to your thumbdrive or blank NLS cartridge folder. Right click inside the folder and select “**Paste**” from the dropdown menu. This will copy the unzipped file from your downloaded books folder into the thumb drive or cartridge folder.
- Once you have copied the unzipped audio file onto your thumb drive or NLS cartridge you can unplug your device. Insert your thumb drive or blank NLS cartridge into your NLS player. Your downloaded book will now play!

Once you have finished with a downloaded book file, remember to delete the file from your computer and your storage device. This will keep your computer and device from becoming too full.

## **Downloading an Audio Book (IOS)**

In order to download books onto your IOS device you will need to install the BARD mobile app from the App Store.

- The first time you open the BARD Mobile app you will need to accept the End-User License Agreement to continue. After you have accepted, you will sign in using your username and password.
- You can immediately begin downloading books from the “Recently added titles” section. Click on one of the following categories: Audio Books, Audio Magazines, Braille Books, and Braille Magazines. Select a book from the lists provided to begin downloading. When your download is complete you can find it on the Bookshelf tab.

### **Searching for Books and Using Wishlist**

If you want to download books that are not on the “Recently added titles” section you will first need to add them to your wish list.

- Click on the Browse BARD button to begin. This will take you to the BARD website main page. Use the instructions on the Searching for Books section earlier in this guide.



- Once you have found the book you wish to listen to, click on the “Add to my wish list” button underneath the book’s description. This will add the book to your wish list

### **Downloading from your Wishlist**

- Once you have added a book to your wishlist, click on the “Get Books” button on the top left corner of the app. This will take you back to the Get Books menu.
- When you are back in the Get Books tab, click on the button that says Wish List at the very top. This will take you to a list of the books you have added to your wish list.
- Click on the book you wish to download. A button will pop up asking you to confirm that you wish to download the title. Click the OK button to begin your download.

### **Playing a Book from the Bookshelf**

Once your books have finished downloading you can find them in your Bookshelf tab. The Bookshelf tab is located on the bottom left of the app.

- If you downloaded an audio book it will be under the top menu button on the Bookshelf labeled “Audio Books”. Select the book you wish to listen to and press the play button.