

# Guide for Setting up RFB&D's LTL Program in Your Library or Media Center

SCHOOL SEMESTER/YEAR: \_\_\_\_\_ MEMBERSHIP #: \_\_\_\_\_

## PROGRAM ADMINISTRATOR:

### Identify the students and teachers involved.

- Create a file folder organization system. Decide which way of organizing meets your needs: Create a file for each teacher, each class or each student. This will allow you to keep track of all checked out audiobooks and equipment.

### Identify the various settings within which audiobooks will be used:

- Media Center
- General education classrooms
- Special education classrooms
- Combined settings
- Home
- Other \_\_\_\_\_

### Complete applications and student certification form(s).

- Distribute applications to teachers or direct teachers to the website to complete applications. (<https://cuthub.rfbd.org/Registration/>)
- Provide teachers with copies of the parent letter to assist them in communicating with parents.

### Determine titles and number of books needed:

- Contact the student, teachers, curriculum coordinator, etc.
- Include all book title information in the teacher's or student's folders.

### Determine what type(s) of audiobooks your students will be using.

- RFB&D's AudioPlus books on CD
- RFB&D's AudioPlus downloadable books
- RFB&D's AudioAccess downloadable books

### Order books from RFB&D:

- Access the Online Catalog and Ordering Center (<https://cuthub.rfbd.org/>)
- Call 800-221-4792
- Fax 609-987-8116

### Check any AudioAccess books you will be using this year to ensure they have a current license.

Relicense any AudioAccess books that you will be using this year whose licenses have expired.\*

### Determine equipment needs: (Visit [www.rfbd.org](http://www.rfbd.org) for player information.)

#### For AudioPlus Books:

- Desktop digital hardware
- Portable digital hardware
- Digital playback software
- Headsets
- Multiple headset adapters

#### For AudioAccess Downloadable Books:

- Supported portable media player (see [www.rfbd.org](http://www.rfbd.org) for more details)
- PC with Windows Media Player program

☞ **Determine any additional equipment needs and place order.**

☞ **Devise a system for teachers and/or students to pick up their RFB&D audiobooks and equipment.**

**Idea:** Sending an e-mail with a standard subject line such as “Your RFB&D order is ready for pick up!” allows you to both create a pattern for alerting teachers their order is available and keeps an electronic record of all RFB&D related communications.

☞ **Develop a system for organizing the books and equipment.** **Idea:** Create a specific area where all RFB&D related material and equipment are stored and enlist the assistance of a student volunteer to be responsible for the area.

☞ **Identify storage and maintenance resources.**

**Idea:** Proactively checking all equipment at the beginning of each making period or semester keeps your program running smoothly.

☞ **Schedule training sessions for teachers, students and parents.**

- After determining which type of audiobooks will be used, offer teachers separate training sessions for each. Teachers may need to attend multiple sessions if using multiple types of audiobooks.
- Schedule training sessions for students before school, during breaks and after school. Encourage students to become master users that are available to help other students.
- Parents often appreciate a general overview of the program and equipment; however, they may not have the flexibility to attend a session. Offer both presentations at school and RFB&D’s websites as resources: [www.rfbd.org](http://www.rfbd.org) and [www.learningthroughlistening.org](http://www.learningthroughlistening.org).

☞ **Obtain additional support materials from RFB&D as needed:**

Visit [www.learningthroughlistening.org](http://www.learningthroughlistening.org) for the following tools:

- Illustrative equipment quick reference guides
- RFB&D Membership Guide
- RFB&D’s Teacher’s Guide
- RFB&D’s Audiobook Training Tool (ATT) CD
- Graphic Organizers

Visit <http://support.rfbd.org/audioplus/> for additional support for AudioPlus downloadable books.

Visit <http://support.rfbd.org/> for additional support for AudioAccess downloadable books.

☞ **At the end of the year, determine which books you will be retaining for use next year and store them in a secure location.** For books you are finished using and will not be using again:

- Destroy AudioPlus CDs you will no longer be using. If you have the ability to shred and recycle the material, please take advantage of this eco-friendly resource.
- Delete AudioPlus downloaded files when you are finished with them.

☞ **Complete year-end maintenance and cleaning for equipment and store units in a secure location.** For tips on equipment maintenance and storage, visit [www.learningthroughlistening.org](http://www.learningthroughlistening.org)’s Audiobooks and Equipment section.

[www.rfbd.org](http://www.rfbd.org) • Member Services: 800-221-4792 • [www.learningthroughlistening.org](http://www.learningthroughlistening.org)

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\* **Note:** RFB&D AudioAccess downloadable books are licensed for use by RFB&D members and can be retained and played throughout the membership period, after which the files will no longer be playable. If you still need the book after you renew your membership, you can also renew and relicense the book for another year. You may renew and relicense books every year for as long as you are an RFB&D member in good standing. You do not need to re-download the books.)