

LIB-001 Consideration Form: Adding Materials to the Library Collection

Revised: 10/30/2024



DIVISION OF BLIND SERVICES
Florida Department of Education | dbs.fldoe.org

The Florida Braille and Talking Book Library Collection highlights award-winning authors and Florida-centric topics, along with the most requested subjects by our patrons. Our selection process evaluates various criteria, including book structure and layout, editorial standards, and positive reception, to ensure we offer high-quality selections for our library patrons.

Submission Guidelines:

- Only hardcover or paperback print books are accepted for consideration.
- Mail the completed form below and two copies of the book to:

Florida Bureau of Braille and Talking Book Library
Attention: Shayna Amato, Production Supervisor
421 Platt Street
Daytona Beach, FL 32114

Evaluation and Production:

- Submitted works are evaluated by our advisory committee consisting of librarians, reader advisors, and production personnel.
- Accepted works, once recorded or embossed, become the property of the institution and are made available for loan to registered library patrons.
- The production timeline typically ranges from six months to one year, depending on the volume of submissions and the complexity of the work.
- Please note that personal copies of the recorded or embossed works are not produced.
- If a submission is not accepted, the books will be returned to the sender.

We partner with the National Library for the Blind and Print Disabled, Library of Congress (NLS) to ensure we meet standards that enable our locally produced braille and talking books to be included in the NLS national database. This allows us to expand our readership to a national level and provide the highest quality of production.

The Florida Braille and Talking Book Library is committed to preserving and promoting Florida's rich literary heritage through this collection. Your contributions help us provide valuable reading materials to our patrons.

BOOK SUBMISSION FOR CONSIDERATION

Kindly ensure that your submission includes two copies of the book. Please note that submissions lacking the required two copies will not be considered for the Collection.

Book Title:		
Book Author:		
Format Requested:		
Date of Request:		
Your Name:		
Address:		
City:	State:	Zip:
Phone:		
Email:		

Mail completed form and books to:

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For any questions regarding the selection and production process, please contact Shayna Amato at shayna.amato@dbs.fldoe.org.