NTBS also adheres to the Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped (American Library Association, 2011) which states: "Network libraries that produce reading materials in specialized formats shall do so...in response to patron demand, and emphasizing titles of regional and local importance." To this end, NTBS maintains an audio recording program managed by an Audio Production Editor and staffed with volunteers. The volunteers record materials pertaining to Nevada and the High Sierra/Comstock area and materials related to the Nevada Legislature and state government as needed for use by citizens.

Purpose

The purpose of this policy is to provide selection guidelines for materials to be recorded by the NTBS recording program and to furnish a retention policy for the collection.

Responsibility

The responsibility for the selection and retention of materials rests with the Regional Librarian and Audio Production Editor. To aid in selection, the Regional Librarian may designate members of the Nevada State Library, Archives and Public Records and NTBS staff to assist in specific subject areas. Staff and patrons may suggest titles for recording consideration.

Selection Criteria for Locally Produced Audio Recordings

1. Content: Books and magazines focusing on Nevada and the High Sierra/Comstock region.
   a) This includes non-fiction and fiction with a Nevada or High Sierra/Comstock setting.
   b) The subject matter is one that NTBS readers would like to read.
   c) The subject matter and/or characters of a book should relate to Nevada and/or the surrounding region.
   d) Other factors that may be taken into consideration are whether other books on the subject are available through the national catalog and whether a number of patrons are requesting the subject matter.
   e) Timeliness, timelessness and permanent value will also be considerations.
2. Authors: Books written by authors closely identified with Nevada or the High Sierra/Comstock region.
   a) Books written by authors with a strong Nevada association may be selected for recording, even if the subject matter of the book does not directly relate to Nevada.
   b) Other considerations are the reputation and/or authority of the author or editor.
3. The quality of writing: The quality of the writing will be considered when determining whether or not the material will be recorded.
a) One measure will be favorable reviews in standard reviewing sources whenever possible.
b) The title should be published by an established and reputable publisher.
c) If self-published, the book must have the same quality of editing found in a professionally published book.
d) NTBS does not accept unpublished manuscripts as they have not been subjected to rigorous editing and critical review.

4. Written structure:
   a) The mechanics are at a professional level and accurately used.
   b) Syntax, grammar, spelling, punctuation, narrative flow, plot, chapter organization, and accuracy of factual statements will be considered.
   c) Word-play, puns, foreign words and phrases, and other literary devices that rely heavily on context to convey meaning may also present problems for translating a printed page into an audio format.
   d) The complexity of the text, the difficulty of translating charts, interviews, plays or illustrations into narrative, the use of foreign language words and phrases and other elements in the text will be considered.

5. State agencies:
   a) Materials including, but not limited to, books, documents and magazine articles for the use of the Nevada Legislature and state government agencies will be considered.
   b) NTBS will provide assistance and consultation to government and other agencies who wish to provide their documents and pamphlets in audio format.

6. Magazines:
   a) A magazine under consideration should be produced in a continuous and timely fashion and of a continually acceptable quality.
   b) A magazine should have wide reader appeal for Nevada patrons.

7. Other considerations:
   a) Cost of individual titles will be a consideration.
   b) Print copies must be available.
   c) Content should be objective and factual.

8. Duplication of efforts:
   a) NTBS will not record materials available from LC/NLS or other readily accessible sources.

(The criteria are not listed in order of importance, nor is it the intention that each title selected meet every factor cited.

Retention

NTBS will keep at least one copy of each LC/NLS mass produced title unless the title has been withdrawn by LC/NLS. Extra copies of titles will be disposed of when the demand for them subsides. Disposal will be through the LC/NLS Recall for Reuse program.

The NTBS volunteer produced collection will be evaluated on a regular basis. Titles will be removed if they are later found to be readily available from another source. Titles will be removed if the materials are obsolete or if the quality of the transcription or the physical condition of the material is poor.

Gifts
NTBS appreciates gifts of print material with the intention of recording them. All gift materials selected for recording must meet the criteria of this Collection Development Policy Statement.

We reserve the right to decide which gifts will be accepted. We also reserve the right to give gifts to other libraries or otherwise dispose of gift materials that are not added to the collection.

Review

This policy will be reviewed on a regular basis and revised as necessary to maintain the quality of the collection.

Reviewed and revised 1-18-2019