

January 21, 2016

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 15-12
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Bookshare

1. Purpose. To provide information about Bookshare, an accessible online library for people with print disabilities, and to ensure that each center signs up for this free membership.

2. Background. Bookshare is the world's largest online library of copyrighted content for people with qualified print disabilities. A person with a print disability cannot effectively access traditional print materials because of a visual impairment, physical disability or a severe learning disability that affects reading. In Job Corps, qualified students and instructors can access academic and career technical textbooks as audio eBooks on computers, tablets, phones, assistive technology, MP3 players, and more through a no-cost membership with Bookshare.

Bookshare provides:

- Access to a large and diverse collection of titles for school, work, skill development, continued education, career advancement, and the simple love of reading
- The ability to listen to books with high-quality, text-to-speech voices
- Learning multi-modally (see and hear words as they are being read and highlighted)
- Tools to take notes, add bookmarks, look up word definitions, and other helpful tasks
- Free reading software and applications for PCs, Mac and other hand-held devices such as iPads, iPhones, and Android models

Who Can Benefit?

Students with visual impairments:

- Books using a text-to-speech synthesized voice
- Books in Braille
- Access to materials in large print

Students with physical disabilities:

- Books on a computer or a variety of portable devices
- Visually and text-to-speech as desired
- Easy or easier to access than books on tape
- May be controlled with an individual's "single-switch" or other adaptive technology

Students with learning disabilities:

- Full text of books in digital format
- Multi-modal reading with both visual and audio (through synthetic text to speech)
- Software programs that provide a large range of reading support are free to download
- Tools designed specifically for learning disabilities
- Highlighting of text as it is read aloud, changing margin, word, paragraph and line spacing
- Custom background and print colors

Reasonable Accommodation Committee (RAC):

- Access to a no-cost accommodation for students with print disabilities

Why Should a Job Corps Center Apply?

Students with certain disabilities often have difficulty with printed materials such as textbooks, worksheets, newspapers, and career technical manuals. Reading is fundamental to success in Job Corps and in society. Bookshare's Web Reader helps members read independently by providing

many different ways to read printed materials. Students can listen to books with high-quality, text-to-speech voices; hear and see highlighted words on screen; read with digital Braille or enlarged fonts; read directly from an Internet browser, and more.

In addition, Bookshare offers free reader technology such as Web Reader for PCs and Mac computers. Android based readers can also access a free reader called Go Read, and Bookshare recommends Read2Go or Voice Dream Reader for iOS devices. To learn more about the variety of compatible technology please visit: <https://www.bookshare.org/cms/help-center/reading-tools/member-preferred-tools>. Furthermore, students can listen to their book on an MP3 player or other assistive technology device and follow along with the printed book in hand.

Bookshare can build independence and support transition for Job Corps students. For example, a student may download the Reading TABE textbook on his/her smartphone, so s/he can review specific chapters or download his/her career technical textbook and supporting software to his/her personal computer or student computer so s/he can copy/paste and print notes.

Bookshare will add textbooks as needed by members as long as the textbook is assigned as classroom reading and will be used by a qualified member. Once the book is available for download, all Bookshare members will also have access to the book. To request a book, follow the instructions at: <https://www.bookshare.org/cms/help-center/request-book>.

How Can a Job Corps Center Apply?

An organizational membership is free to all Job Corps centers that apply. In order to access books or reading tools, each center must complete the application process. Bookshare recognizes center Disability Coordinators (DCs) as the “qualified professional” to be the primary account holder for a membership and qualify student eligibility by certifying that the student accommodation file contains the appropriate documentation.

Prior to obtaining an organizational membership, center DCs should become aware of Bookshare’s policies, guidelines and applicable copyright laws. The Bookshare Web site contains a variety of tutorials, brochures and information guides to assist with this process under the Tools and Resources section at <https://www.bookshare.org/cms/help-center/training-and-resources>. Bookshare tracks each book downloaded through the use of imprint technology for every copy that is downloaded. Any other user other than the qualified individual user cannot share these books. If multiple students qualify for the same book, it is an easy process to assign a reading list.

To start the process, a center DC should complete the organizational membership located at: <https://www.bookshare.org/signUpOrganization>. On the application, the DC should sign up using the center’s name, as a US public K-12 school, and check the box showing 40 percent or more under the Federal lunch program. After completing the initial application, Bookshare will send a welcome email with further instructions. Once the organizational membership is approved, the DC can add qualified students by submitting a roster of eligible students or adding them individually online which tends to be the preferred process.

Once a student is added to the organizational membership, the DC should authorize a free individual student account allowing them free access to Bookshare while they are a U.S. student. If the student is not planning on further education, a Bookshare membership is available for an annual fee (currently \$50 per year).

3. Action Required. Each center should obtain a Bookshare organizational membership and use it to support students with print disabilities as appropriate.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed Johnetta Davis at (202) 693-8010 or via email at davis.johnetta@dol.gov.