

Access & Diversity · Crane Library

Report for CAER

April 2013



Client Services

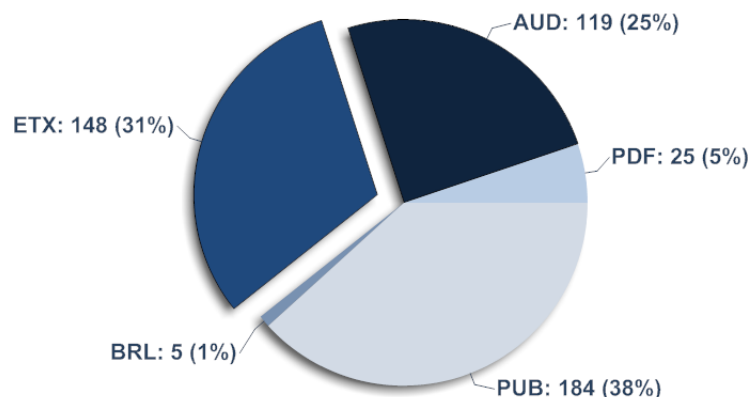
61 UBC clients (faculty, students and alumni) were provided with alternate format materials over the past academic year, August 2012 to April 2013. Alternate Format production requests totaled **496** titles, of those, **292** titles were produced and the remainder was obtained through interlibrary loans (**15**), publisher files (**184**) and Braille (**5**). Crane Library loaned out **84** titles to UBC clients and **56** titles to CAER members across Canada. As well, Crane Library is continuing to build its permanent collection by recording audio titles suggested by students, alumni and CAER members.

Alternate Format Production

A total of 481 titles were produced over the course of the 2012-13 Academic Year by Crane Library: 119 Audio (including 24 French titles), 148 Electronic Text, and 25 PDF. While Publisher Files and Braille are out-sourced for production, there is still significant administrative effort in coordinating this—and therefore both formats are included in these production statistics: 5 Braille and 184 Publisher Files. Combined in-house and out-sourced AF titles total 496.

Our in-house FileMaker database continues to be utilized to manage production orders, production statistics, and the collection catalogue. We also maintain student, staff and volunteer profiles –as well as tracking hours of labour. Below is a production breakdown by titles transcribed, person hours, and pages.

Fig. 1
ALTERNATE FORMAT PRODUCTION
 Terms 1+2 2012/13

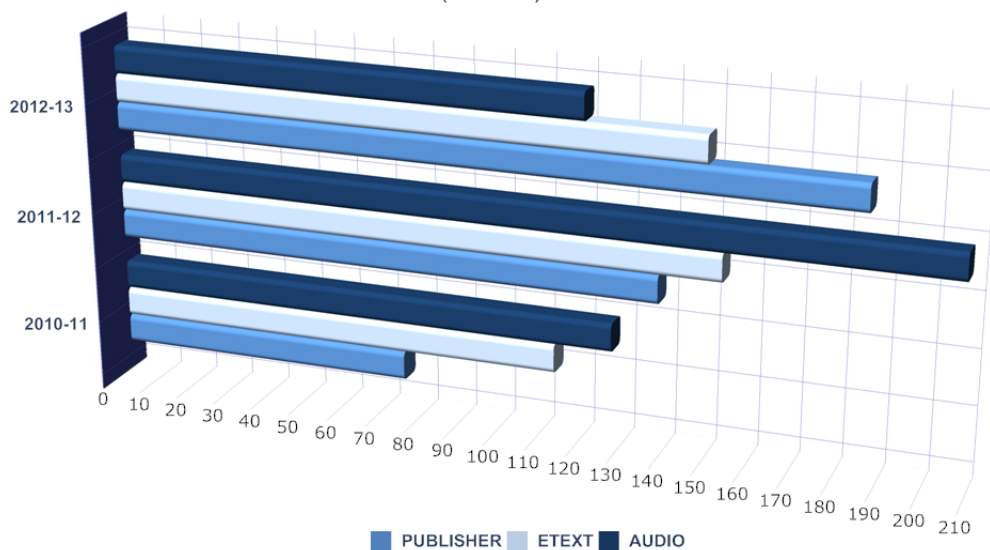


2012-2013 ALTERNATE FORMAT	TITLES	PAGES	HOURS
Audio (Human Voice)	119	32,146.00	2,616.72
Electronic Text	148	37,414.00	2,485.00
PDF	25	6,581.00	31.75
TOTALS	292	76,141.00	5,133.47

In the course of this 2012/13 academic year:

- Audio narrators donated **2,616** hours of time toward the production of AUD materials;
- Etext editors worked a total of **2,485** hours toward the completion of ETX books;
- Average turnaround time for an Audio title was **17** calendar days;
- Etext titles took an average of **14** calendar days;
- Audio narrators spent, on average, **22** hrs per AUD title; and
- Etext editors spent an average of **17** hrs per ETX title.

Fig. 2
AF PRODUCTION
(# of Titles)



Production Database

Our FileMaker production database, has been customized this year by an independent consultant. As a first step, we secured an off-site server hosted by our UBC I.T. department, which ensures our data is backed up on a regular basis and is housed in a robust environment, in case of hardware downtime or network malfunction. Our FileMaker consultant has configured automatic reports for audio books and Etext, enabling better efficiencies in our bibliographic reports to Amicus. Database user interfaces have also been redesigned for easier data access and data entry. As well, complex calculations of production statistics have been automated, as these are required throughout the year by the Canada Study Grant Program and other resources.

Our thanks to the staff at both the Provincial Resource Centre for the Visually Impaired (PRCVI) and the BC College and Institute Library Services (CILS) in Vancouver for sharing information regarding their in-house database systems.

Volunteer Program

The production of digital audio at UBC is narrated by a long-standing and dedicated cohort of volunteers. There are over 160 active (regularly-scheduled for one 2-hour shift or more per week) and casual Crane Library Volunteers who narrate textbooks and course materials over the academic year. The number of active volunteers has remained stable, in part due to recruitment, but also to extraordinary retention. In working to offer an engaging and positive volunteer opportunity, the Crane Volunteer Program runs a variety of annual events and bi-monthly workshop offerings, such as: *Narrating Best Practices*, *Everything You Wanted to Know about Math and Science But Were Afraid to Ask* — as well as our ongoing *Computer Skills & Sound Forge Workshop*. All eight recording booths run audio workstations on Windows 7 OS with Sony Sound Forge 10 as the recording platform.



Alternate Format Collection

Crane Library hired a student assistant, Ashley Leonard, from the UBC School of Library, Archival & Information Studies to assist in updating the Crane catalogue. Ms. Leonard started in September 2012 and completed her 300 hour contract in April 2013 — and during this period, basic bibliographic records were brought up to AACR2R international cataloguing standards. As a result, we have a more complete record of each library item, including subject headings and the number of pages. These improvements allow us to perform more detailed searches for library users, and to generate accurate statistics for reports.

Currently, over 1,500 audio books on MP3-CD are now in Voyager, the UBC online catalogue. These records make the Crane collection accessible 24/7 to UBC clients and CAER members via:

<http://webcat1.library.ubc.ca:7108/vwebv/searchBasic>

Type in your search terms and select the location **Crane Resource Centre** from the drop down menu. Future plans include uploading a further 1,500 audio records and 600 Etext records to Amicus and Voyager.

Crane Library Computer Lab

The Crane Library student computer lab has recently undergone hardware and software upgrades this year, with new workstations on Windows 7 OS, running *MS Office 2010*, as well as the latest versions of assistive software such as: *JAWS*, *ZoomText*, *Kurzweil 1000*, *Read & Write Gold* and *Dragon NaturallySpeaking*. We have also purchased a *Merlin Elite CCTV* from Aroga.



Crane Inter-Library Loans

Between May 2012 and April 2013, the Crane Production Facility recorded a total of **208 books of leisure reading in MP3 format**. This number includes 65 titles that were commissioned by Special Education Technology British Columbia (SET BC) for use in the Bella Coola School District by K-12 students with print disabilities. All Crane alternate format materials are available for interlibrary loan to CAER members.

Loaned to CAER

Format	# of Titles	# of hours	Cost per pg or hr	Savings
Etext	7	212.50	31.11	\$6,610.88
PDF	1	5.10	31.11	\$158.66
Cassette tapes	4	83.00	21.79	\$1,808.57
MP3	44	1344.00	21.79	\$29,285.76
Total	56		Savings	\$37,863.87

Borrowed from CAER

Format	# of Titles	# of hours	Cost per pg or hr	Savings
Braille	4	1784 print pages	?	?
Etext	6	145.40	31.11	\$4,523.39
PDF	2	6.20	31.11	\$192.88
Audio	3	84.00	21.79	\$1,830.36
Total	15		Savings	\$6,546.64

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