

BARD: Signing up

1. Before you start, you need:
 - a. An email address
 - b. A computer
 - c. Internet access
 - d. Talking book membership. If you are unsure about this, email MITBCinfo@gmail.com or call (800) 426-0709.
2. To start, go to <https://nlsbard.loc.gov/>
3. To get an account: In the paragraph that is labeled “Potential Users”, click on “[BARD application instructions](#)”. This is a live link.
4. On the page that comes up, about half way down the page is “[Link to BARD application for individuals](#)” . This is a live link. Click on it.
5. On the new page, where it says “Please select a library”, click on the drop down arrow to the arrow and select /highlight and click on Mid-Illinois Talking Book Center (East Peoria).
6. Then click on “submit”.
7. Then fill in the blanks:
 - a. First name (Use the name you used to sign up for talking books. For example, if you used William to sign up, do not put Bill here.)
 - b. Middle initial
 - c. Last name
 - d. Address
 - e. Second address line
 - f. City
 - g. State (drop down menu but Illinois is the default shown)
 - h. Zip code
 - i. Your library is already filled in
 - j. Email address
 - k. Confirm email address (retype your email address)

- i. Please select the type of player you will be using. The default is “NLS Digital Talking Book Player”. If you also want to play your downloaded books on another player, you will need to get that approved later so the manufacturer can send you the “key” to make that work.
- m. Then click on “Submit”.
- n. The application will automatically be sent to Mid-Illinois Talking Book Center. They will review it and will send you an email that accepts or rejects the application. If you are rejected, there will be a message. The most common reasons are that your name does not match any in our membership database or your address is different than that on record.
- o. When you are approved, you will then go to the same link and sign in. When you choose a password make very sure that you will remember it. That is most common reported problem. If by chance, you do forget your password, call your reader advisor and they will “reset” the password to prompt you to enter a new password. Call your reader advisor at (800) 426-0709 for help.