



Getting Started with Bookshare

Developed by:



<http://mits.cenmi.org>

Michigan's Integrated Technology Supports (MITS) is an IDEA Mandated Activities Project awarded by the Michigan Department of Education, Office of Special Education and Early Intervention Services.





More About Bookshare



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#1 Who qualifies?



#2 How to sign up



#3 Download & Read



Three Key Points

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What is Bookshare?

<http://www.bookshare.org>

- Bookshare is a **'searchable' online library**, funded by an award from the U.S. Department of Education Office of Special Education Programs (OSEP).
- Bookshare offers **approximately 90,000 digital books**, textbooks, teacher-recommended reading, periodicals, and assistive technology tools to support reading.
- Membership in Bookshare is **free to all U.S. students with qualifying disabilities** (i.e., Print Disabilities).
- **Readers of all ages can benefit** from Bookshare through free or affordable membership that offers unlimited library privileges, and access to a community of members, volunteers, parents, publishers and authors.



Students with a Print Disability

Who qualifies for BookShare?

An IEP or 504 Plan does NOT automatically qualify any student for Bookshare. In the **Membership tab** on the Bookshare web site, be sure to read about **Qualifications** before adding students to your Bookshare roster.

And **for some qualifying students**, a more appropriate book option may be found at **Recording for the Blind and Dyslexic (RFB&D)** or **American Printing House for the Blind (APH)**.

You may also be able to purchase an appropriate format directly from the publisher. Accessible books purchased from publishers may be used by any student without the restrictions currently imposed by copyright law.

The information contained in these slides was current at the time of creation (March 2010) and is subject to change.

Print Disabilities: Who Qualifies?

⦿ Physical Disabilities

- Affects ones ability to read print, turn pages, hold a book.

- Certifying Professional

- Family Doctor
- Medical Professional
- Physical Therapist
- Resource Specialist
- Special Education Teacher



Print Disabilities: Who Qualifies?

- **Visual Impairments**

- **Certifying Professionals**

- Family Doctor
- Ophthalmologist
- Optometrist
- Teacher of the Visually Impaired
- Special Education Teacher

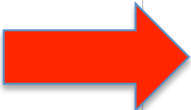


Print Disabilities: Who Qualifies?

- Students with Learning Disabilities/Reading Disabilities/Dyslexia
- A severe enough disability that has a physical basis (organic in nature)
- Certifying Professionals
 - Neurologist
 - Psychiatrist
 - Learning Disability Specialist
 - Special Education Teacher
 - School Psychologist
 - Clinical Psychologist



When does a student NOT qualify?

Disability	Qualified/Not Qualified	Examples of Certifying Professionals
Visual Impairment (VI), such as blind or low vision	Qualified	A family doctor, ophthalmologist, optometrist, Teacher of the Visually Impaired, Special Education teacher Certification from the National Library Service for the Blind and Physically Handicapped in the U.S. or similar national body
Physical Disability (PD) which affects one's ability to read print, such as inability to hold a book or turn pages	Qualified	A family doctor or other medical professional, physical therapist, resource specialist, Special Education teacher
<ul style="list-style-type: none"> • Learning Disability • Reading Disability 	Students with a severe enough disability, and a professional certifying that the disability has a physical basis	A neurologist, psychiatrist, learning disability specialist, Special Education teacher, school psychologist, or clinical psychologist with a background in learning disabilities
 <ul style="list-style-type: none"> • Autism • Emotional disabilities • ADHD • ESL and ELL 	Not qualified unless accompanied by a visual or physical disability, or a qualified reading disability that has a physical basis	Examples above

Contents

- [Module 1 – Bookshare Basics](#)
- [Module 2 – Memberships](#)
- [Module 3 – Search and Download books](#)
- [Module 4 – DAISY Reader software](#)
- [Module 5 – NIMAC-sourced textbooks](#)

Module 1

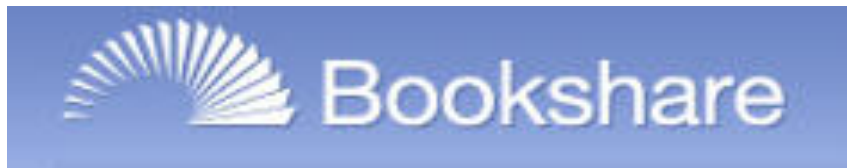
Bookshare Basics



General info:

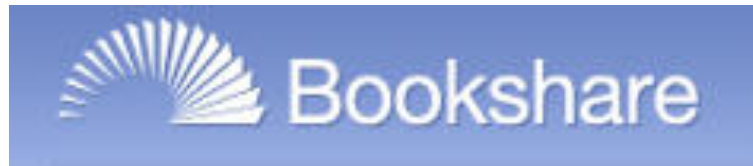


Bookshare is an online library of digital books for people with print disabilities. A grant from the US Dept of Education allows Bookshare to offer **FREE memberships** for any U.S. Student of any age and any U.S. educational organization (public, private, colleges and universities) serving [qualified](#) students.



Memberships

- **Organizational memberships** allow K-12 staff to download books on behalf of their qualifying students.
- **Individual memberships** allow students to download books on their own.



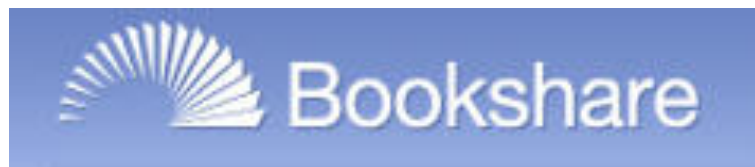
1. **Any K-12 school** can complete a simple online application to sign up for their **FREE Bookshare Organizational membership**.
2. **Districts must add** the names of all of their qualifying students to a roster on the Bookshare web site.
3. Districts must name one staff person as the **Primary Contact**.



4. **Teachers may be added** to the Bookshare account by the Primary Contact as **Sponsors**, each receiving their own unique login and password.
5. **Sponsors** may be teachers, resource specialists, media specialists, teacher consultants for the visually impaired, etc. Sponsors may download books for their qualifying students.

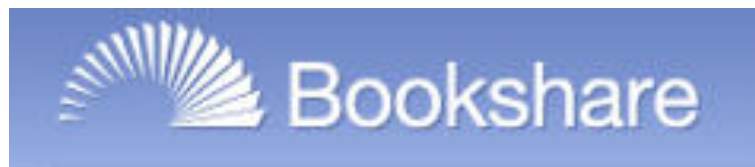


6. **Students** who have been added to the Bookshare roster by their school may also sign up for a Bookshare individual membership, allowing them to download books at home.
7. **NIMAC books** can only be downloaded by the educator serving the qualified student with an IEP. The student must have an IEP.



The Process:

1. Use search tools to find books on the Bookshare web site
2. Choose the format you need: DAISY or BRAILLE
3. Download the book to your computer.
4. Unzip and use the file



Since DAISY books require specialized software to open and use, **Bookshare offers FREE DAISY reader software programs that may be downloaded and installed** on your computer:

- 1. Read:Outloud Bookshare Edition**
- 2. Victor Reader Soft Bookshare Edition**

(Note: this free software ONLY works with DAISY files downloaded from Bookshare.org)

Formats available from Bookshare



DAISY book
without
pictures

DAISY book with
pictures (note the
small picture icon in
the lower left corner)

Braille-ready
file (BRF)
format

(Digital Accessible Information System)

www.bookshare.org

Tabs found at the top of all Bookshare web pages.

The screenshot shows the Bookshare website interface. At the top left is the Bookshare logo. Below it is a navigation bar with tabs: Home, Membership, Getting Started, Community, Volunteer, Contribute, About Us, Help, and Contact Us. Below the navigation bar is a login section with fields for Email and Password, a Log In button, a Remember Me checkbox, and links for Forgot Password and Sign Up. To the right of the login section is a search section with a Search input field, a Search button, and links for Advanced Search and Browse. Further right is a Quick Links section with links for Newspapers & Magazines, Reading Room, and Donate Now. Below the login and search sections are two green callout boxes: one pointing to the Log In button labeled 'Log In box' and another pointing to the Search button labeled 'Book Search box'. At the bottom of the page is a banner for 'Books without Barriers' showing a row of books. To the right of the banner are two promotional boxes: one for 'New and improved search available!' and another for 'Professional Development Workshops'.

Bookshare

Home Membership Getting Started Community Volunteer Contribute About Us Help Contact Us

Email Password Search

Log In ☐ Remember Me Forgot Password Sign Up Search Advanced Search Browse

Quick Links

- Newspapers & Magazines
- Reading Room
- Donate Now

Log In box

Book Search box

Books without Barriers

New and improved search available!

You can now [find books](#) faster and easier than ever before!

Professional Development Workshops

Bookshare is now offering [professional development workshops](#)! These workshops



“NIMAC-sourced books” are digital textbooks produced from publisher files deposited in the National Instructional Materials Access Center (NIMAC). Bookshare converts these books from the NIMAS format (National Instructional Materials Accessibility Standard) to student-ready DAISY and BRF (Braille Ready File) formats.

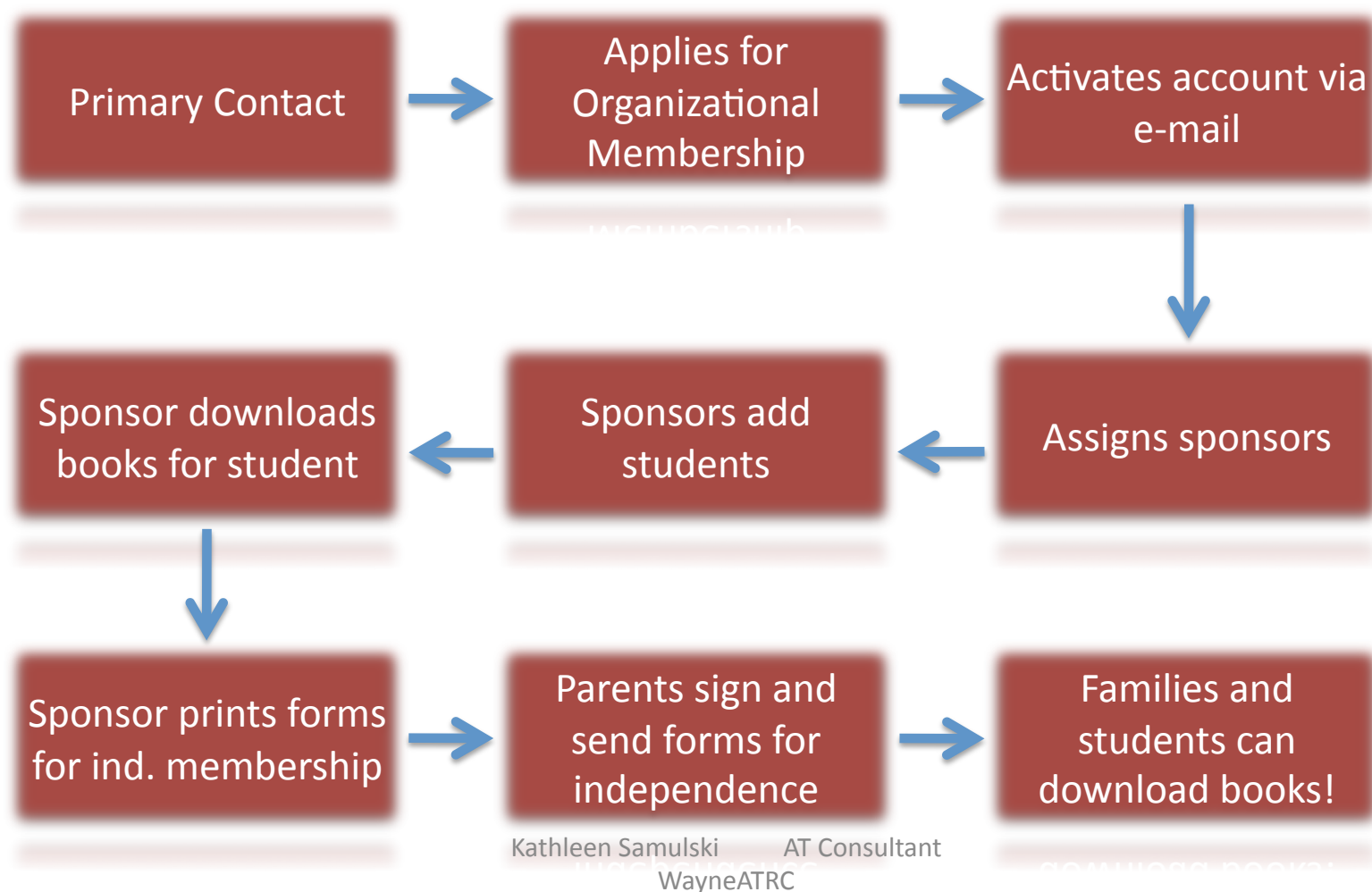


Project Gutenberg has given Bookshare permission to include all of their public domain books in the Bookshare collection. Therefore, if you are already using Bookshare and it's Free DAISY software, **you may search and download books from the Gutenberg collection right from Bookshare.**

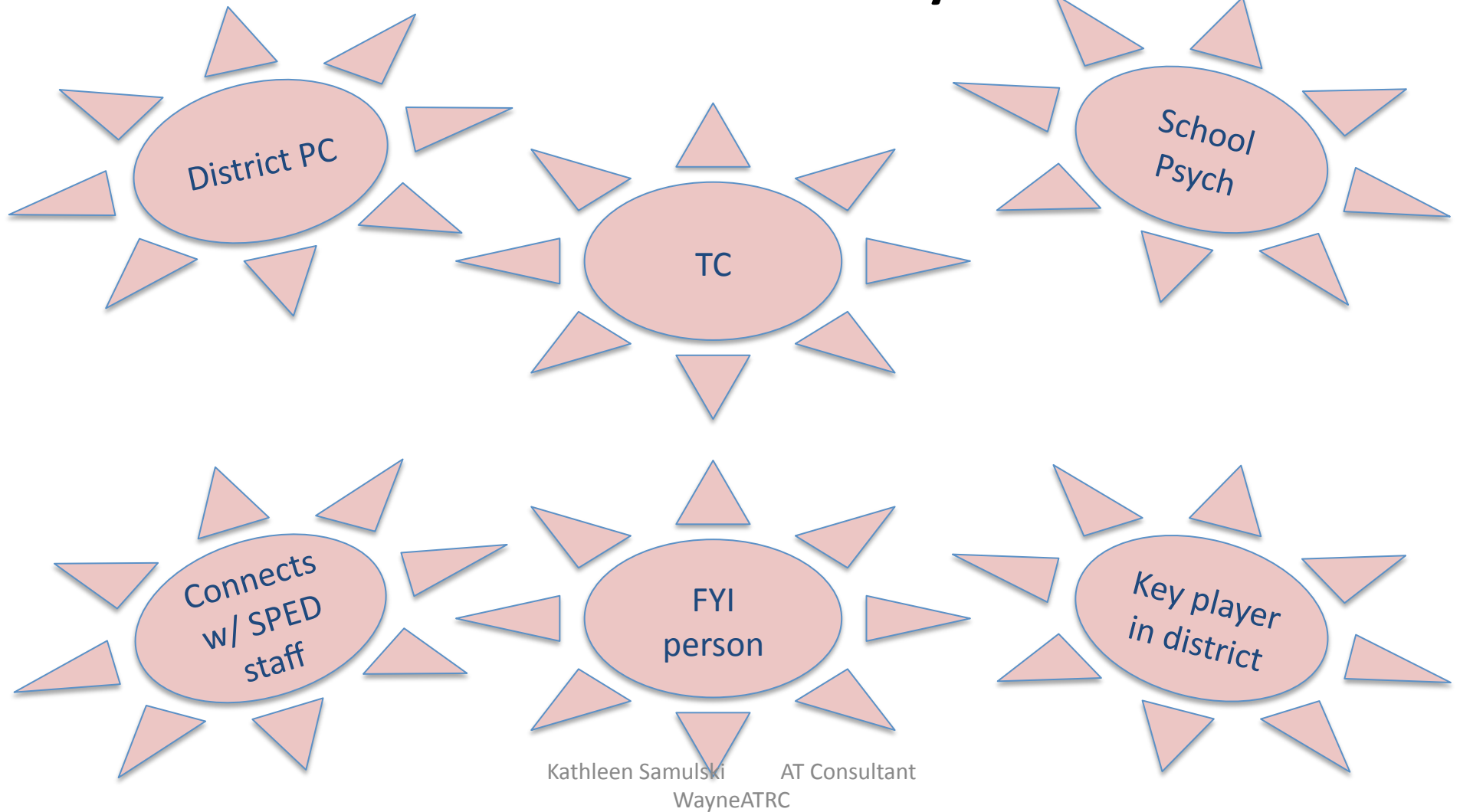
Module 2

Memberships

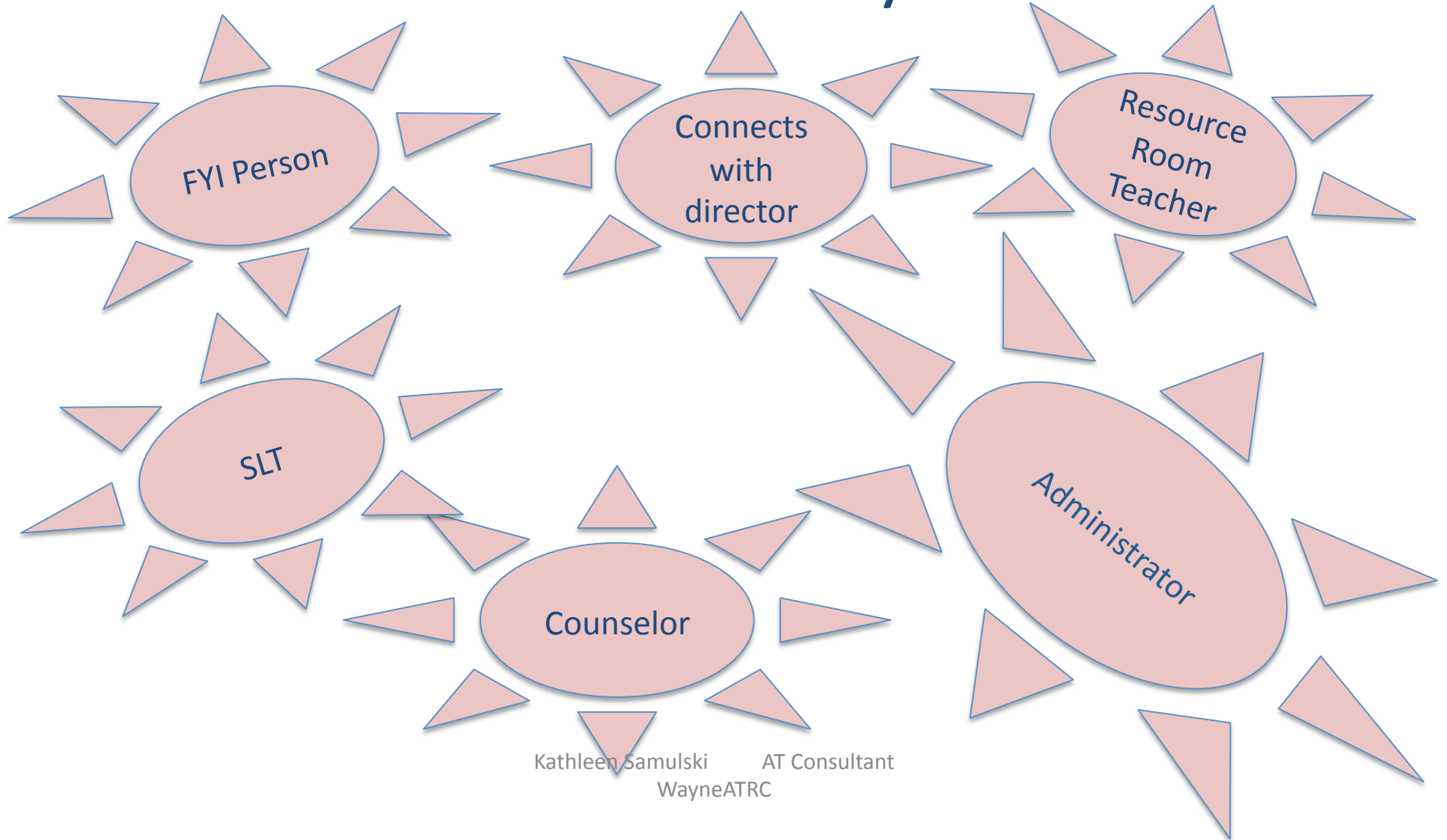
Ideal Bookshare Model for schools/districts



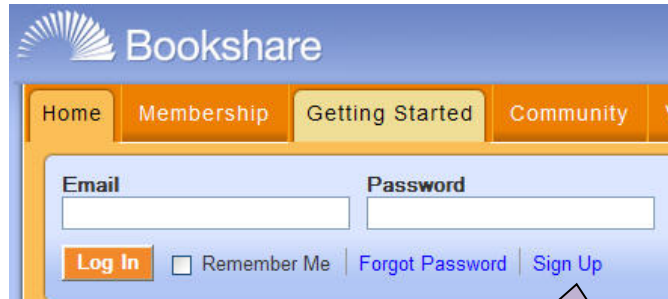
Ideal District Primary Contact



Ideal School Primary Contact



Organizational Memberships for any U.S. Educational Organization



The screenshot shows the Bookshare website interface. At the top left is the Bookshare logo. Below it is a navigation bar with links: Home, Membership, Getting Started, Community, and a partially visible link. Below the navigation bar is a login section with two input fields labeled 'Email' and 'Password'. Below these fields are four links: 'Log In' (in an orange button), 'Remember Me' (with an unchecked checkbox), 'Forgot Password', and 'Sign Up'.

Click **Sign Up**

Organizational

For schools, libraries or agencies that serve individuals with print disabilities, such as a visual impairment, a physical disability or a severe learning disability.

☐ Sign up for an Organizational Membership

Click **Sign Up for an Organizational Membership**

Enter Basic Account Information

Organization Information

Please enter your organization's information on the form below. Asterisks indicate required fields.

Organization Information > Primary Contact Information > Membership Agreement > Next Steps

Edit basic account information.

Organization Name *	<input type="text" value="My K12 School"/>
Address *	<input type="text" value="111 Learning Rd."/>
Address, line 2	<input type="text"/>
City *	<input type="text" value="Teachville"/>
Phone *	<input type="text" value="555-555-5555"/>
Website	<input type="text"/>
Country *	<input type="text" value="United States"/>
State or Province *	<input type="text" value="Michigan"/>
Zip or Postal Code *	<input type="text" value="44444"/>
This organization is a *	<input type="text" value="US K-12 Public School District or Local Education Agency"/>
Promo Code (optional)	<input type="text"/>

Continue

Enter Primary Contact info

Enter Primary Contact Information

Fields marked with * are required.

Organization Information > **Primary Contact Information** > Membership Agreement > Next Steps

In signing up your school or organization, you become the Primary Contact. You:

- Manage the list of students or clients with print disabilities, called Members
- Manage the list of other staff, called Sponsors, who download books for Members
- Can also download books for Members

Enter basic information concerning the primary contact for this account.

Primary Contact First Name *	<input type="text" value="John"/>
Primary Contact Last Name *	<input type="text" value="Doe"/>
Primary Contact Title *	<input type="text" value="Special Services Coordinator"/>
Phone *	<input type="text" value="555-555-5555"/>
Email *	<input type="text" value="jdoe@myk12.mi.us"/>
Confirm Email *	<input type="text" value="jdoe@myk12.mi.us"/>

[Previous](#)

[Continue](#)

NOTE: The **Primary Contact** is often an administrator responsible for special educational programming for the district, or is sometimes a teacher, technology or assistive technology professional, etc. Individual teachers who will download books for their own students are usually registered with Bookshare as **Sponsors**.

**Agree to the
terms**

I have read the terms above and agree to them

☒ Yes

☐ No

Previous

Continue

Next you will be prompted to **PRINT**
the **online Agreement Form**.

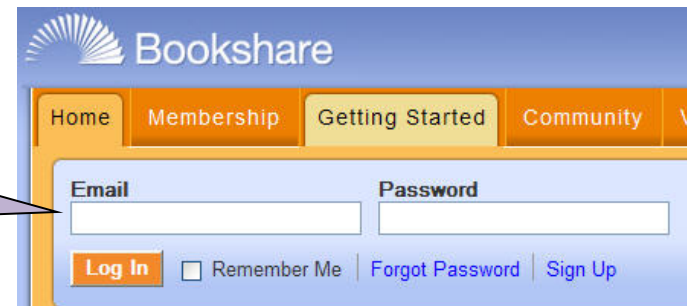


You **MUST Complete the form, SIGN, and return it to Bookshare by Fax or mail.**

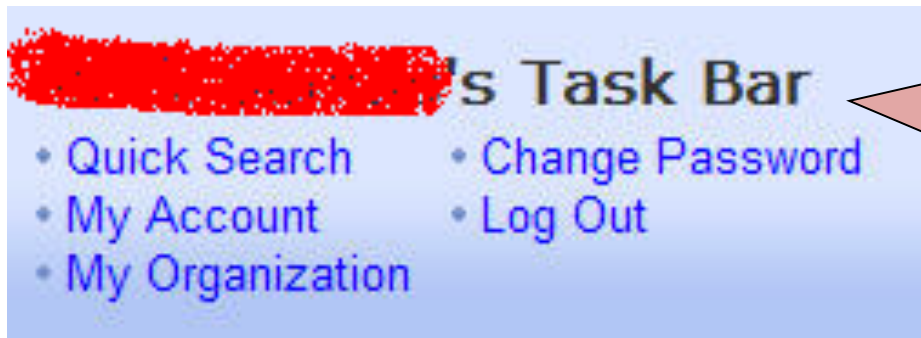
Your **Primary Contact** will receive a confirmation email from Bookshare regarding your K-12 district organizational membership within a week. **The email will contain a link for you to use to create a Bookshare login password.**

Your personalized Task Bar

Once your district has an organizational account, you will be able to **Log In** here.



The screenshot shows the Bookshare website's login interface. At the top, there's a navigation bar with links: Home, Membership, Getting Started, Community, and a partially visible 'V'. Below this is a login form with two input fields labeled 'Email' and 'Password'. A 'Log In' button is positioned below the 'Email' field. To the right of the 'Log In' button are three links: 'Remember Me' (with an unchecked checkbox), 'Forgot Password', and 'Sign Up'.



When you have successfully logged in to your account, your **personalized Task Bar** will replace the **Log In** box, and will look like this.

Click My Organization

[Redacted] Task Bar

- Quick Search
- My Account
- My Organization
- Change Password
- Log Out

Click Members to add qualifying students to your schools Bookshare roster

Click Sponsors to add personnel who will be downloading books for students

My Organization

[My Organization Home](#) | [Organization Information](#) | [Members](#) | [Sponsors](#) |

My Organization

[Redacted] School District Status

Organizational Membership Agreement signed: Yes

Can download NIMAC-sourced books: Yes

Adding teachers as Sponsors

From the My Organization area, Click Sponsors

[My Organization Home](#) | [Organization Information](#) | [Members](#) | **[Sponsors](#)** | [Upload Roster](#)

Manage Sponsors

Sponsors are additional staff that download books for your students and manage your rosters.

Show by

District School

<input type="checkbox"/>	First Name	Last Name	District	School	Title	Email	Phone Number
	Mark		—	—			
PC	Gary		—	—	Consultant for the Visually Impaired		

PC = Primary Contact

Use the “**Add a Sponsor**” button to add the names of staff who will be downloading books from Bookshare.

Use the “**Remove Sponsor**” button to delete the names of staff who have left the district or changed responsibilities.

Adding students as Members

My Organization

My Organization Home | [Organization Information](#) | [Members](#) | [Sponsors](#)

My Organization

[REDACTED] School District Status

Organizational Membership Agreement signed: Yes

Can download NIMAC-sourced books: Yes

From the **My Organization** area,
Click **Members**

Manage Members

Members are students or clients from your organization that have a qualifying print disability.

Show by

District [All Districts](#) School [All Schools](#) List [All Members](#) [Filter](#) [Search](#)

<input type="checkbox"/>	<u>First Name</u>	<u>Last Name</u>	<u>District</u>	<u>School</u>	<u>Grade</u>	<u>Quicklist</u>	<u>Birth Date</u>	<u>Qualifying Disability</u>	<u>Plan</u>
<input type="checkbox"/>	Korey	[REDACTED]	—	—	Not a Student	-	[REDACTED]		IEP
<input type="checkbox"/>	Jenny	[REDACTED]	—	—	Not a Student	-	[REDACTED]		IEP
<input type="checkbox"/>	Kaleigh	[REDACTED]	—	—	Not a Student	-	[REDACTED]		

[Add a Member](#)

[Remove Member](#)

[Individual Membership Form](#)

[Increment Grade Level](#)

Use these buttons to **Add** or **Remove** student members.

Fill in the new student user information here

Choose a qualifying disability category

Choose whether this student has a IEP or 504 Plan

Click **Save** to add this student

The screenshot shows a web form titled "Add new user" with a yellow background. It contains several input fields and checkboxes. Four callout boxes are overlaid on the left side of the form, pointing to specific fields: a yellow box points to the first two text input fields; an orange box points to the "Disability" section; a blue box points to the "Plans" section; and a purple box points to the "Save" button at the bottom.

Add new user

District

School

Grade

On my quicklist
(A group of students I download for most often)

☐ Yes ☒ No

Qualifying Information

Disability

☐ Visual

☐ Learning

☐ Physical

Plans

☐ User has an IEP

☐ User is 504 Qualified

Can you add a group of teachers (sponsors) and/or students (members) to your organizations Bookshare roster all at once ?

YES!!

To add a group of sponsors (teachers) or members (students) at one time, Bookshare provides a blank **Excel template** that may be downloaded to your computer.

Adding a group of members and/or sponsors

To add a group of sponsors (teachers) or members (students) at one time, Bookshare provides a blank **Excel template** that may be downloaded to your computer.

My Organization

[My Organization Home](#) | [Organization Information](#) | **Members** | [Sponsors](#) | [Upload Roster](#)

From the **My Organization** area, click **Upload Roster**

On the Upload Roster screen, click to download the **New Member/Sponsor Template**

Upload Roster

If you have many Members or Sponsors you'd like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook file with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

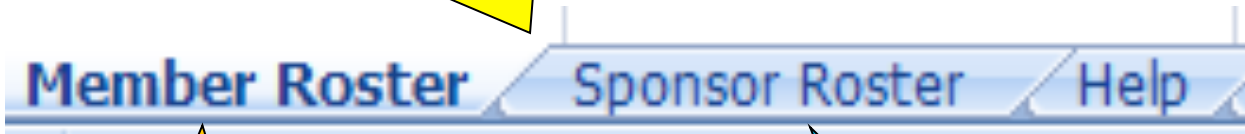
[New Member/Sponsor Roster Template](#)

Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the "Browse" button and choose your saved roster. Then select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 1-2 business days for processing.

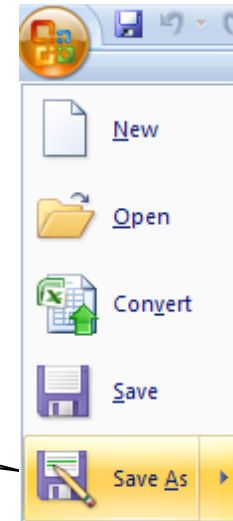
When you open the Excel spreadsheet from Bookshare, look for the **tabs** at the **bottom left corner** of the Excel program window:



Use the Member Roster tab to add students

Use the Sponsor Roster tab to add teachers

When finished adding names to the Excel Bookshare roster, use the **Save as** command in the **File menu** to save the file to your computer.



To upload the Roster file to Bookshare, use the **Browse** button shown here, **navigate** to the Excel Roster you saved, and then click the **Upload** button.

Send the roster to Bookshare. Select the "Browse" button and choose your saved roster. Then select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 1-2 business days for processing.

Individual student memberships

Individual memberships are FREE for all qualifying students. It is STRONGLY recommended that you add student members to your districts organizational roster FIRST, and then add individual memberships for students who need or desire them.

Students can have BOTH district and individual Bookshare memberships! Students under 18 will need a parent/guardian signature.

- As **Individual Members**, students may download books and free software on their own at home.
- **Remember**: NIMAC textbooks cannot be downloaded by students, even if they have Individual memberships with Bookshare. Any NIMAC textbooks needed by a student **MUST** be downloaded by the teacher or other staff member working with that student.

Helping your students get Individual Bookshare memberships

Step 1: Be sure you have already **added the student to your district member roster** – this makes the process of getting an individual membership much easier!

Step 2: Log in to your organizational Bookshare account and click the **My Organization** link.

Step 3: From your **My Organization** area, Click the Members link

My Organization

[My Organization Home](#) | [Organization Information](#) | [Members](#) | [Sponsors](#)

My Organization

[REDACTED] School District Status

Organizational Membership Agreement signed: Yes

Can download NIMAC-sourced books: Yes

Manage Members

Members are students or clients from your organization that have a qualifying print disability.

Show by

District All Districts School All Schools List All Members Filter Search

<input type="checkbox"/>	First Name	Last Name	District	School	Grade	Quicklist	Birth Date	Qualifying Disability	Plan
<input type="checkbox"/>	Korey	[REDACTED]	—	—	Not a Student	-	[REDACTED]		IEP
<input type="checkbox"/>	Jenny	[REDACTED]	—	—	Not a Student	-	[REDACTED]		IEP
<input type="checkbox"/>	Kaleigh	[REDACTED]	—	—	Not a Student	-	[REDACTED]		

Add Member

Remove Member

Individual Membership Form

Increment Grade Level

Step 4: Put a check next to the name of each student needing an individual Bookshare account

Step 5: Click Individual Membership Form

Step 6: Download the Individual Membership form.
(Bookshare automatically creates a unique Individual Membership Form in PDF format for each student)

Step 7: Print the form, fill in the blanks and then fax or mail the form back to Bookshare. The student will receive a Welcome email from Bookshare within a week, and will be able to log in to Bookshare with their own unique password.

Email: _____

Address: _____

City, State, Zip: _____

Signature: _____ Date _____

Printed or Typed Name: _____

If under 18, a parent or guardian must sign first, as a condition to your access:

Signature of Parent/Guardian: _____ Date _____

Printed Name of Parent/Guardian: _____

Phone of Parent/Guardian: _____

Physical Address, if different than Member's: _____

Mail this completed form, including the original signature to:

Bookshare

The Benetech Initiative

480 South California Ave., Suite 201

Palo Alto, CA 94306-1609

USA

OR

FAX to +1 (650) 475-1066