# Starting with CELA Webinar transcript

Recorded: November 1, 2021

Welcome to the webinar, starting with CELA finding and getting books and magazines.

In this presentation I'll cover all the basics of the service, including finding and choosing a book or magazine, learning about accessible formats delivery options, and the reading devices that work with our titles.

How to return items or resolve them.

Pardon me remove them from our device, and we'll end with information about how to contact us.

If you'd like to learn specifically how to use a particular device, such as our easy reader app, you can find videos and detailed tutorials on our Help page.

I'll talk about our other resources at the end of this presentation, and during a demo of how to get a book on our site

CELA is a comprehensive accessible reading service providing books and other materials to Canadians with print disabilities in the format so their choice.

We are a national not for profit organization serving most of the estimated 3 million Canadians with print disabilities in partnership with member public libraries CELA is guided by the principle that anyone, whether they have print disability or not,

should be able to access library service through their public library.

The service is available to Canadians with print disabilities. This means people who have a visual physical or learning disability that makes it hard for them to read regular print.

We also offer access to our alternate format collection to educators and other professionals who support students, and clients with disabilities.

CELA users, you have access to 1 million items, including books, magazines and newspapers, our collection and service are in English and French with titles for all ages and interests fiction and nonfiction titles, including for kids and young adults.

When you browse our online catalog, you will find books that CELA has, but you will also discover another collection called Bookshare is a US collection of books in English, French, and multiple other languages that are produced digitally

in audio e-text and Braille formats for you to download. You can order CDs of books share titles, but please keep in mind that the voice may sound a bit robotic, since they are not human generated books.

You also need to complete a proof of disability form, which you can find on the sealer website. If you would like to select these titles.

We're proud of our growing collection so that you can offer books for learning work, and for leisure reading through our partnerships with publishers and with other alternate format libraries from around the world.

We can give you a diverse selection of titles, including literary awards, such as the killer prize, or reading programs like the First Nations community reads,

you have several different options when it comes to your preferred reading format.

For audio and e-text books, most come in a format called DAISY, which stands for digital accessible information system, meaning that the audio and text files have been structured in such a way that you can easily navigate to a specific place in the book.

If you use a daisy player or DAISY reading app like easy reader.

One point to note is that you can read a daisy CD and a regular CD player, but it needs to be able to play mp3 files.

We also offer ebooks and formats, other than DAISY, such as, epub, and as Microsoft Word files, you would need to use an app or software on your computer to open and reach these texts.

For those of you who are Braille readers are learning to read Braille. They have children, you can you expect will read Braille books or our parents or guardians who read Braille books to your children.

We have a robust collection of titles for all ages. We have board books for babies and toddlers picture books with Braille known as print Braille, as well as a wide range of fiction and nonfiction titles for older children, teens and adults, you will

find titles in contracted and unconstructed Braille with many written in unified English Braille.

There are a few delivery options for books and magazines depending on what devices you have. If you use technology such as a tablet, like an iPad smartphone or computer, You can download titles.

For those of you who have a daisy player, you can download books from your computer and either read the books on it, or transfer them to a player or Braille display directed player is a delivery option we offer, and it is quick and convenient for you

to receive DAISY books this way without having to wait for a CD in the mail or use a computer to download and transfer files.

If you or someone in your residence has an internet connection, we can send the books directly to your DAISY player or mobile devices.

We can also send out CDs Braille and print Braille books straight to your home or residents.

We send out our books for free, and it's free for you to mail them back.

If you're feeling a bit overwhelmed by all the information about reading formats and devices that I've talked about, no worry. The easiest way to figure out how to start enjoying books from CELA is to think of the device you have at home and feel comfortable

using. You can read our books on a smartphone or tablet using an app, or a daisy player computer mp3 player or a Braille display.

We have tutorials that explain how to access books on all of these devices on our health page.

There are two ways to choose your books, you can select your own, or let our system choose them for you.

If you prefer to browse our collection and pick your own, you can do this on our website or call or email or contact center will be pleased to help to help you find something to read.

If you use our site, you must login to seal a library.ca, and enter the six digit username we sent to you by email. After you registered.

The most popular way to find your next book is through automated selection. This works by having a conversation with one of our contact center specialists who will ask what reading genres you like, for example, mysteries bestsellers biographies and we

have lots more.

Next, you'll tell us how many books you'd like to receive in a week or a month, the maximum number of books you can restrict receive straight to your player through automated selection is three a day, up to a maximum of 12.

If you prefer to receive physical CDs, you can have four books a week and or three Braille books a week, once you're set up our system will choose titles based on your selections and issue them to you on your set schedule.

There is a page on our website called browse by category which lists the reading genres that you can choose from.

You can also add favorite series titles and authors to your automated profile.

If you would like to set this up, please call our contact center.

You may also subscribe or download individual issues of our magazines, and you can choose from a wide range of topics, including popular interest politics and news titles in English and French, a text and downloadable audio magazines will be loaded onto

your device, or you can choose to receive a small number of audio magazines on CD Braille magazines or embossed and sent in the mail.

For those of you who wish to continue reading your daily news, we offer regional, national and international papers in English and French.

These include titles such as the New York Times Globe and Mail and other newspapers are newspapers are available on the newspapers page on our site where you'll find titles organized by region.

Since our papers re text, they must be read on a computer, smartphone or tablet using a web browser, such as chrome or Internet Explorer, and the screen reader screen magnification, or reading support technology you normally use our papers are delivered

through a third party service and offer only the articles, so you will not find advertisements that you may have remembered reading in the print edition.

You will find the latest edition, each morning, some local papers, like the Ottawa Citizen don't publish on Sundays. So the previous day's edition would remain on the page until Monday morning.

Unfortunately previous issues are not available on CELA site.

When you first, when you finished reading a book, please delete the book or magazine off of your smartphone, tablet, or computer books on CD must be returned to us so we can dispose of the CDs that have your name and address written on the front.

When you send it back, put the CD in the same cardboard on globe we sent it in will put the shiny side of the CD facing the clear plastic window.

If you can't tell which side is shiny, you can identify it by feel.

There is a ridge around the whole of the CD and the rich should face the plastic, our return address on the envelope. So Canada Post knows to return it to us.

If you subscribe to the magazine CD, you may keep it real books, without pictures are mailed to you in boxes, and you may keep the books, share them with others, or recycle them, our print real books must be returned to us in the cloth bags, be sent them

in. Please flip over the mailing card in the pocket so our CELA return address in Toronto shows through.

Some of you may have added the name of a designated to your account, which allows that person to request books and make changes to your account on your behalf.

It's never too late to add designate, which can be anyone to whom you give permission to access your account, you can call our contact center to add to designate.

We want to ensure the privacy of your contact information, reading history and preferences, so it's best for you to call to add the name of a family member, friend or other support person herself.

I highly recommend you visit the help section on our site. It contains videos on how to use different reading devices such as the easy reader app on your smartphone or explains what is an accessible audio book, or any type of other accessible format will

also find tutorials and much of the information that I have given to you in this presentation.

You are also welcome to call or email or contact center where our specialists will be pleased to help you choose books, make changes to your account, or provide technical support related to accessing our books.

If you would like to call our Contact Center. Our number is 1-855-655-2273.

Our email address is help at Sila library.ca.

I will now give you a described tour of our site and show you how to get a book, subscribe to a magazine, and access a newspaper.

We are now at the CELA Library website.

The first part I'll show you is how to log into your account so you can select reading items.

Go to the login link, which I'll select right now.

And the first question, I need to fill in is able to ask for my username, so I will type that in.

And that username is always a six digit number that was given to you when you first registered for CELA.

You then need to type in your password,

and then select the login button.

So now that I've logged in, near the top of the screen, it will say welcome, and then my name.

Let's look for a book first and borrow it.

So there is a search bar on every page, and I'm going to look for the book, A Short History of nearly everything by Bill Bryson.

So I type it into the search bar.

And then I will select the search button.

After selecting the search button. I will find a list of the search results in the search results for this book, I have short history of nearly everything.

I find that the first entry is the one I want.

If I'd like to learn more about the book, including who's the narrator is, I can select the title link and it will give me more information.

Let's choose a book.

So now I have to say which format, I'd like to pick, so included in every book record is a drop down menu and it says, choose a format. I select this.

And in this case, I'd like to choose DAISY audio CD.

So I will pick DAISY audio CD.

And then I will select the Edit button,

another message pops up and it says item added to your holds list view your holds in my account. So in this case I'm going to pick. Okay.

And in a few minutes. The book will appear in my account. Let's go look at my account.

So, the My Account link is near the top of the page. I'm going to select it now.

And it will give me different options when I get to this page. So under my account. If I had downloaded any titles such as the word file, it would appear in available zip files for download.

I will find any physical items like the CDA ordered or if I wanted to order a real book under holds.

I will find my Direct to Player bookshelf on the My Account page magazine subscriptions, the history, my entire reading history of items I've borrowed.

But I can also choose account settings and have the options to select my communication preferences search preferences. And if I did want to access book sure titles, I would find the proof of disability form and the abilities to submit the completed form.

Under the link proof of disability for access to book share collection.

In this case, let's have a look at the CD I just ordered so I would select the holds link.

So under my whole.

I find the book, I just requested a short history of nearly everything.

And so this book will appear on my holds until the CD is issued to me once the CD is issued which is usually by the next day, it will appear in my history, which is through my account.

In this case, I'm going to actually cancel the CD hold, if you decided you do not want to book anymore, you can cancel the whole.

So I'm going to select the checkbox, and there's a button called cancel selected holds.

I will select that will ask me if I want to remove these holds. And I will say, it gives me the title of the book. And then it says this action cannot be undone to give you a warning.

And in this case I know for sure I don't want the CD of short history of nearly everything, if I did want the CD I would just leave it in the holds menu, but in this case I'm going to delete it so I press the delete button.

And it has been deleted.

Let's let next look at how to subscribe to a magazine. So again I go back into my account.

This time I'm going to go to the link called magazine subscriptions.

And then I can search for a magazine that I'd like to borrow.

So, at the top of the magazine subscriptions page, it will show the magazines that I already have subscribed to. And at this point you can cancel his subscription.

If you'd like to.

Let's choose a new magazine. So, under formats. I'm going to pick DAISY text direct player, magazines, and it will provide the list of magazines that are available to me.

I'm going to choose magazines that are in English, only as well.

And let's pick a magazine.

So I'm going to subscribe to a magazine called all recipes.

So, in this book record or magazine record rather. I'm going to select the drop down arrow under choose a format.

And the choice for me is DAISY text direct player for this magazine.

And I'd like to subscribe so I select the subscribe button.

pop up window comes up and it says a subscription to all recipes has been added to your profile, you will receive the latest magazine issue within 24 hours, a select OK.

And then if I want to find all my magazines, I go back to the top of my screen or I can go back to my account, and select magazine subscriptions.

And I will find all my magazine subscriptions.

And again if you need to cancel one, you can do so.

Next, let's look at how we access a newspaper title.

So there's a link that appears at the at the top of our site on every single page, and the link is called newspapers.

At the beginning of the page get an overview of our newspapers service, and also you there's a link to tutorials and FAQs.

I can have a list of all the newspapers alphabetically or I can select newspapers by region.

So in this case, I'm going to look at the magazine is sorry the newspapers that are available through the Cape Breton post.

So, when you select a newspaper link, it goes to our newspapers service page. And there you will find all the main headings, for the publication for today.

That's the day that you look at the or read the newspaper.

So, under Cape Breton post, I would like to read the sports section, so I select the link called sports.

And it will bring up a list of all the articles for today. And if I want to read the full article, I would select the link of the article title.

In this case I'm going to read the article "Flames continue winning ways". So if I select that

I will be brought to the full article as text on the page, and then you would use your assistive technology to be able to read the actual text

to go back to our site, you can use the back button to get you there.

And you get back to our site.

So this concludes our starting with CELA webinar. Thank you.