

HOW TO TAKE CARE OF YOUR CASSETTE TALKING BOOKS

1. Clean your tape heads every 24 hours of playing time ie after 3 or 4 Talking Books.
2. Always stop the cassette before starting rewind or fast forward and when going from rewind or fast forward to play.
3. Take up the slack in the cassette before you insert it in your player. Use a pencil to tighten the tape.
4. If the tape slows down or stops – it could be jammed. This may be due to the stopping and starting of the tape, causing the tape edges to rub against the casing. Free a jam by placing the tape in your hand and slapping it sharply against a hard flat surface. Turn the cassette over, do the same for the other side. This usually frees the tape successfully. Alternatively give cassette case a gentle squeeze. **DO NOT ATTEMPT TO OPEN THE CASSETTE CASE YOURSELF.**
5. If the tape speeds up and sounds garbled – STOP it immediately. It is probably snarled in the drive mechanism. Carefully remove the tape from your machine and take up the slack.
6. If the sound on a tape becomes unclear switch the machine off immediately and remove the tape. Report the fault to the library on its return.
7. If you encounter any problem when playing a tape, report this to the library on its return, so the problem can be dealt with at once.
8. Should a tape get stuck in your player, seek advice and help in freeing it. Pulling the tape will stretch it and ruin the recording.
9. Before returning a Talking Book, please ensure all tapes are in the case and are rewound correctly - this is the way you would want to find it!