

TROUBLESHOOTING GUIDE SHEET

Reader Services

When you spot a problem with your Service Provider, refer to this chart for a possible solution.

POSSIBLE PROBLEMS	POSSIBLE SOLUTION(S)
Late return of recorded tapes	Before you begin services, outline in writing your deadlines and provide them to the reader. Contact the reader two (2) days in advance to confirm progress and delivery of tapes. <i>Make reasonable expectations and clarify your deadlines to the reader at all times.</i>
Poorly recorded material	Ask to hear the first tape before requesting more, this gives you an opportunity to give your reader some input. If you get a second bad tape, speak to your reader to assure their recorder is functioning. As a last resort, consider identifying another reader. <i>Always let your Reader know how they are doing with voice, tone, pace, etc.</i>
Blank tapes/textbooks not retrieved	Be specific about the day and time your reader will come by to pick up your materials. Check the same or next day to assure items were picked up. <i>Regularly, indicate to your Reader how important their work is to you.</i>
Mislabeled tapes	Let your reader know at your first meeting what you expect on the labels. Follow up early if you see it doesn't get done correctly. Request print style or color codes that are reasonable. <i>For a sample of a written labeling procedure check with the Support Services Coordinator.</i>
Incorrect reading of text (ie. pronunciation, fast-paced, etc)	If in your first tape, you identify substantial mispronunciation of text, please bring that up to your reader. If the reader is unable to improve significantly, inform the Support Services Coordinator. Always avoid the recording of numerous tapes, without listening and giving feedback to the FIRST tape. <i>Remember to interview your potential reader by having them read aloud to you small parts of the text, before you contract with them for services.</i>
Late turnover of text	Set reasonable expectations for any reader if you are late in delivering the text to the reader. If necessary, obtain a library edition for you to follow until your reader is caught up. <i>Consider getting another reader to take on a book.</i>
Delay in returning materials to you	Make sure to speak to the reader personally, versus leaving repetitive messages. Set a time and day to meet the reader and get your materials back. <i>If significant time has passed and you cannot obtain the text, contact the Support Services Coordinator.</i>

Troubleshooting Guide Format

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Troubleshooting Guide Format:

Troubleshooting Guide Format: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Troubleshooting Guide Format : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and gripping novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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