# **What is Transcribed? (Screen reader-friendly version)**

It is important that you tell us what you want transcribed. If you do not, we will transcribe as described below for each transcription type:

## **Human-narrated Audio Textbook**

**Page numbers announced: Yes**, unless requested otherwise.

**Pre-matter: acknowledgements, dedication: No**, unless requested otherwise.

**Table of Contents: Yes**, unless requested otherwise.

**Preface: Yes**, unless requested otherwise.

**Bibliographies: No**, unless requested otherwise.

**Suggested Readings: No**, unless requested otherwise.

**Explanatory reference notes: Yes**, unless requested otherwise.

**Source reference notes: No**, unless requested otherwise.

**Advertisements: No**, unless requested otherwise.

**Promotional matter: No**, unless requested otherwise.

**Pictures, Maps:** Captions & legends are read. Pictures & maps are not described.

**Tables, charts, graphs, etc.: Yes**, if feasible and unless requested otherwise.

**Glossary: Yes**, unless requested otherwise.

**Appendix: Yes**, unless requested otherwise.

**About the Author: Yes**, unless requested otherwise.

**Index:** Not recorded.

## **Human-narrated Vocational Materials**

**Page numbers announced: Yes**, unless requested otherwise.

**Pre-matter: acknowledgements, dedication: No**, unless requested otherwise.

**Table of Contents: Yes**, unless requested otherwise.

**Preface: Yes**, unless requested otherwise.

**Bibliographies: No**, unless requested otherwise.

**Suggested Readings: No**, unless requested otherwise.

**Explanatory reference notes: Yes**, unless requested otherwise.

**Source reference notes: No**, unless requested otherwise.

**Advertisements: No**, unless requested otherwise.

**Promotional matter: No**, unless requested otherwise.

**Pictures, Maps:** Captions & legends are read. Pictures & maps are not described.

**Tables, charts, graphs, etc.: Yes**, if feasible and unless requested otherwise.

**Glossary: Yes**, unless requested otherwise.

**Appendix: Yes**, unless requested otherwise.

**About the Author: Yes**, unless requested otherwise.

**Index:** Not recorded.

## **Human-narrated Leisure/Book Club Materials**

**Page numbers announced: No**, unless requested otherwise.

**Pre-matter: acknowledgements, dedication: No**, unless requested otherwise.

**Table of Contents: Yes**, unless requested otherwise.

**Preface: Yes**, unless requested otherwise.

**Bibliographies: No**, unless requested otherwise.

**Suggested Readings: No**, unless requested otherwise.

**Explanatory reference notes: Yes**, unless requested otherwise.

**Source reference notes: No**, unless requested otherwise.

**Advertisements: No**, unless requested otherwise.

**Promotional matter: No**, unless requested otherwise.

**Pictures, Maps:** Captions & legends are read. Pictures & maps are not described.

**Tables, charts, graphs, etc.: Yes**, if feasible and unless requested otherwise.

**Glossary: Yes**, unless requested otherwise.

**Appendix: Yes**, unless requested otherwise.

**About the Author: Yes**, unless requested otherwise.

**Index:** Not recorded.

## **Human-narrated Organization/Business Materials**

**Page numbers announced: Yes,** unless requested otherwise.

**Pre-matter: acknowledgements, dedication: No**, unless requested otherwise.

**Table of Contents: Yes**, unless requested otherwise.

**Preface: Yes**, unless requested otherwise.

**Bibliographies: No**, unless requested otherwise.

**Suggested Readings: No**, unless requested otherwise.

**Explanatory reference notes: Yes**, unless requested otherwise.

**Source reference notes: No**, unless requested otherwise.

**Advertisements: No**, unless requested otherwise.

**Promotional matter: No**, unless requested otherwise.

**Pictures, Maps:** Captions & legends are read. Pictures & maps are not described.

**Tables, charts, graphs, etc.: Yes**, if feasible and unless requested otherwise.

**Glossary: Yes**, unless requested otherwise.

**Appendix: Yes**, unless requested otherwise.

**About the Author: Yes**, unless requested otherwise.

**Index:** Not recorded.

## **Human-narrated Magazines**

**Page numbers announced: No.** We transcribe articles in their entirety before continuing on to the next article.

**Pre-matter: acknowledgements, dedication: No.**

**Table of Contents: Yes.**

**Preface: N/A.**

**Bibliographies: No**, unless requested otherwise.

**Suggested Readings: No**, unless requested otherwise.

**Explanatory reference notes: Yes**, unless requested otherwise.

**Source reference notes: No**, unless requested otherwise.

**Advertisements: No**, unless requested otherwise.

**Promotional matter: No**, unless requested otherwise.

**Pictures, Maps:** Captions & legends are read. Pictures & maps are not described.

**Tables, charts, graphs, etc.: Yes**, if feasible and unless requested otherwise.

**Glossary: N/A.**

**Appendix: N/A.**

**About the Author: Yes**, unless requested otherwise.

**Index:** Not recorded.

## **E-text & Large Print Materials**

**Page numbers announced: Yes.**

**Pre-matter: acknowledgements, dedication: Yes.**

**Table of Contents: Yes.**

**Preface: Yes.**

**Bibliographies: Yes.**

**Suggested Readings: Yes.**

**Explanatory reference notes: Yes.**

**Source reference notes: Yes.**

**Advertisements: No.**

**Promotional matter: No.**

**Pictures, Maps:** Captions & legends are read. Pictures & maps are not described.

**Tables, charts, graphs, etc.: Yes**, if feasible and unless requested otherwise.

**Glossary: Yes.**

**Appendix: Yes.**

**About the Author: Yes**.

**Index: Yes.**