



# Washington Talking Book & Braille Library

## **BRAILLE TRANSCRIBER**

The Washington Talking Book & Braille Library (WTBBL) builds community and provides equitable access to information and reading materials for Washington residents unable to read standard print. WTBBL has more than 200 volunteers working with us and we are proud of their passion to work in an organization that values and promotes diversity, equity, inclusion and anti-racism.

### **VOLUNTEER POSITION DESCRIPTION:**

The Braille Department's goal is to produce braille books equal in content and quality to the print edition. Volunteer transcribers receive the print version of a book and consult with the Braille Coordinator about the project. Volunteer braille transcribers can use direct entry braille software to transcribe books or receive a braille file of a scanned book. Transcription is done off-site, however WTBBL offers free parking. All volunteers must present proof of the primary series of COVID vaccinations.

### **RESPONSIBILITIES:**

- Consult with Braille Coordinator to discuss and clarify assignments of materials.
- Operate braille translation software and computer keyboard to transcribe text into braille files.
- Proofread for mistakes and formatting issues.
- Submit completed braille files to Braille Coordinator by email.
- Maintain files of and meet deadlines for assigned books.

### **QUALIFICATIONS & SKILLS:**

- Demonstrate strong knowledge of the current literary braille code (UEB) and braille formatting rules by completing a short assignment— details will be given when scheduling appointment.
- Experience in the use of the braille transcription software.
- Strong attention to detail.
- Ability to take direction and correct mistakes.

### **TIME COMMITMENT:**

Work is done remotely; a minimum 2-4 hours weekly helps keep projects moving forward. A one-year commitment is requested.

Go to <https://www.volgistics.com/appform/1427973300> to complete an application.

To learn more, please email: [wtbblvolunteer@sos.wa.gov](mailto:wtbblvolunteer@sos.wa.gov).