



STATE SERVICES FOR THE BLIND



Communication Center

Minnesota's Accessible Reading Source (MARS)

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.

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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.