

# Organizing Your LTL Program: Program Administrator Checklist

SCHOOL SEMESTER/YEAR: \_\_\_\_\_

PROGRAM ADMINISTRATOR: \_\_\_\_\_

MEMBERSHIP NUMBER: \_\_\_\_\_

Identify the students and teachers involved.

Identify the various settings within which audiobooks will be used:

- General education classrooms
- Special education classrooms
- Combined settings
- Media Center
- Home
- Other \_\_\_\_\_

Complete applications and student certification form(s).

Determine titles and number of books needed:

- Contact the student, teachers, curriculum coordinator, etc.
- Maintain a folder for each student or use alphabetized index cards.

Determine what type(s) of audiobooks your school will be using.

- RFB&D's AudioPlus books on CD
- RFB&D's AudioPlus downloadable books
- RFB&D's AudioAccess downloadable books

Order books from RFB&D:

- Access the Online Catalog and Ordering Center (<https://custhub.rfbid.org/>)
- Call 800-221-4792
- Fax 609-987-8116

Check any AudioAccess books you will be using this year to ensure they have a current license. Relicense any AudioAccess books that you will be using this year whose licenses have expired.

**Note:** RFB&D AudioAccess downloadable books are licensed for use by RFB&D members and can be retained and played throughout the membership period, after which the files will no longer be playable. If you still need the book after you renew your membership, you can also renew and relicense the book for another year. You may renew and relicense books every year for as long as you are an RFB&D member in good standing. You do not need to re-download the books.)

Determine equipment needs: (Visit [www.rfbid.org](http://www.rfbid.org) for player information.)

**For AudioPlus Books:**

- Desktop digital hardware
- Portable digital hardware
- Digital playback software
- Headsets
- Multiple headset adapters

**For AudioAccess Downloadable Books:**

- Supported portable media player (see [www.rfbid.org](http://www.rfbid.org) for more details)
- PC with Windows Media Player program

**❑ Determine any additional equipment needs and place order.**

**❑ Devise a system for distributing RFB&D's audiobooks and equipment.**

**Idea:** Some members find that using the school library as a central distribution center is very functional.

**❑ Develop a system for organizing the books and equipment.**

**Idea:** Some members find that using the school library to organize their LTL program is very effective.

**❑ Identify storage and maintenance resources.**

**❑ Schedule training sessions for teachers, students and parents.**

**❑ Obtain additional support materials from RFB&D as needed:**

Visit [www.learningthroughlistening.org](http://www.learningthroughlistening.org) for the following tools:

- ❑ Illustrative equipment quick reference guides
- ❑ RFB&D Membership Guide
- ❑ RFB&D's Teacher's Guide
- ❑ RFB&D's Audiobook Training Tool (ATT) CD
- ❑ Graphic Organizers

Visit <http://support.rfbd.org/audioplus/> for additional support for AudioPlus downloadable books.

Visit <http://support.rfbd.org/> for additional support for AudioAccess downloadable books.

**❑ At the end of the year, determine which books you will be retaining for use next year and store them in a secure location.** For books you are finished using and will not be using again:

❑ Destroy AudioPlus CDs you will no longer be using. If you have the ability to shred and recycle the material, please take advantage of this eco-friendly resource.

❑ Delete AudioPlus downloaded files when you are finished with them.

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**❑ Complete year-end maintenance and cleaning for equipment and store units in a secure location.** For tips on equipment maintenance and storage, visit [www.learningthroughlistening.org](http://www.learningthroughlistening.org)'s Audiobooks and Equipment section.