

NARRATING AN AUDIOBOOK FOR NNELS

A step by step guide for volunteers

1. Have a look at our home recording guide and make sure you have everything you need from a nice quiet space to work in, to a microphone, headphones and a device to record into. [link to basic home recording set up guide](#)
2. Download and install free recording software. We recommend **Audacity** which is compatible with PCs and MACs. If you are working with a MAC you will likely already have Garageband installed, or you can download it for free from the app store. Note that if you have an older mac the latest version of Garageband may not be compatible with your computer or device.
3. Get yourself familiar with the software! Remember that you don't need to learn everything at once.. In fact you don't need to know that much to get a good audiobook recording! Focus on learning:
 - a. How to plug your microphone in
 - b. How to adjust the 'recording level' and the 'output level'
 - c. How to record, playback, stop and start and save. [Audacity basics from librivox](#)
4. Watch the NNELS training videos [link to three training videos on youtube](#)
5. Read through the audiobook accessibility guidelines. [Link to accessibility guidelines](#)
6. Make a sample of one to two paragraphs and send through to pamela.hart@bc.libraries.coop as an mp3.
7. Send your genre preferences to Pamela and choose a book to narrate from the options she gives you. Once you know what book you will be recording try and source the title as an ebook from your library. If it is not available to you we will provide it for you.
8. Now you are ready to record your book! Narrate and record section by section, saving as mono files (see details in accessibility guidelines). Remember to speak the title of each section ie "title page" followed by "the title" , Save each section with chronological numbering ie. 01 titlepage.mp3, 02 copyright.mp3, 04

dedication.mp3, record each section with the same settings in the same room and stay hydrated!

9. As you work your way through the sections add them to the shared online folder we provided you with.
10. Let us know when you are finished the book and we will do the post production work and publish! The book is then in the ears of the patrons and we are full of gratitude for your work!

For any questions, big or small, email me at pamela.hart@bc.libraries.coop . We can work through any technical or narration questions or challenges via email, phone or video chat.