EMPLOYMENT AND ECONOMIC DEVELOPMENT
STATE SERVICES FOR THE BLIND

Communication Center

Minnesota's Accessible Reading Source (MARS)

What is Transcribed?

It is important that you tell us what you want transcribed. If you do not, we will transcribe as the table below indicates:

Human-narrated Audio

	Textbook	**Leisure/Book Club**	**Vocational**	**Organization/ Business**	**Magazines**	**E-Text & Large Print**
Page numbers announced	**Yes**, unless requested otherwise	**No**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes,** unless requested otherwise	**No.** We transcribe articles in their entirety before continuing on to the next article.	**Yes.**
Prematter: acknowledgements, dedication	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No.**	**Yes.**
Table of Content	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes.**	**Yes.**
Preface	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**N/A**	**Yes.**

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	Textbook	Leisure/Book Club	Vocational	Organization/ Business	Magazines	E-Text & Large Print
Bibliographies	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**Yes.**
Suggested Readings	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**Yes.**
Explanatory reference notes	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes**, unless requested otherwise	**Yes.**
Source reference notes	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**Yes.**
Advertisements	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No.**
Promotional matter	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No**, unless requested otherwise	**No.**
Pictures, Maps	Captions & legends are read. Pictures & maps are not described.	Captions & legends are read. Pictures & maps are not described.	Captions & legends are read. Pictures & maps are not described.	Captions & legends are read. Pictures & maps are not described.	Captions & legends are read. Pictures & maps are not described.	Captions & legends are read. Pictures & maps are not described.

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Tables, charts, graphs, etc.	**Yes**, if feasible and unless requested otherwise.	**Yes**, if feasible and unless requested otherwise.	**Yes**, if feasible and unless requested otherwise.	**Yes**, if feasible and unless requested otherwise.	**Yes**, if feasible and unless requested otherwise.	**Yes**, if feasible and unless requested otherwise.
Glossary	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**N/A**	**Yes.**
Appendix	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**N/A**	**Yes.**
About the Author	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes**, unless requested otherwise.	**Yes.**
Index	Not recorded	Not recorded	Not recorded	Not recorded	Not recorded	**Yes.**