



PAL-Reading Services Inc.
RECORDING POLICY
(Effective November 25, 2021)

- PAL records print material, free of charge, for individual clients who self-identify as print-challenged.
- Recordings for organizations such as AERO, educational institutions, government agencies etc. are made by PAL on a fee-for-service basis. These requests are given first priority.
- PAL records any written material that is requested, within the boundaries of copyright law, provided a narrator can be found who is willing and capable of doing so.
- In general, print material already available in human-voiced DAISY format will not be a priority for recording by PAL.
- PAL provides a bespoke service, within reason and at the discretion of the staff. For example, clients may choose to have page numbers, captions and footnotes recorded, and tables and figures described, etc. As a general rule, PAL does not record indices or bibliographies.
- Recordings are made for PAL clients on a first come, first served basis. Every effort is made to complete projects in a timely manner with deadline requests being taken into consideration. Timelines, however, cannot be guaranteed.
- Where copyright permits, PAL recordings are made available to additional clients as requested.