



# **FIVE VALLEY SOUNDS**

## **Stroud's Talking Newspaper**

Registered Charity No. 900462

[www.5vs.co.uk](http://www.5vs.co.uk)

Dear Potential Volunteer,

Thank you for your interest in joining our talking newspaper team. We'd like to tell you about the various aspects of our work and give you some idea of the commitment involved.

We are a weekly talking newspaper and each Wednesday we record extracts from *The Stroud News and Journal* (SNJ) onto USB memory sticks. The following day we duplicate the USBs and send them out to our listeners most of whom are registered blind or partially sighted.

We have over 50 listeners currently on our books.

There are four main jobs to be done in the production of our recordings which we shall describe below. Some volunteers perform more than one task (e.g. are editors and readers) and we are particularly interested in volunteers being trained to be able to cover a second task for which they may not routinely be scheduled.

**Please note that, whilst we are an equal opportunities organisation, there are steep stone steps leading up to our studio and we have no means to make them accessible to people whose mobility is restricted.**

### **1. EDITORS**

Editors cut out articles from two copies of the SNJ and (depending on their length) paste a few per sheet onto scrap A4. The finished paste-ups are then delivered to the studio by 6.50pm. Editors will receive training and printed guidelines about 'dos and don'ts'. Some editors work on their own but many prefer to work in tandem.

#### **Commitment:**

Editors need to have time to work during the day on Wednesdays. It takes roughly 2 hours to edit a paper and each editor will do this about 10 times a year.

### **2. READERS**

Four readers come to the studio at 7pm each Wednesday. Each sits at their own microphone around a table and the A4 sheets are shared out. A sound engineer (aka a 'twiddler!') will check the sound levels and readers take turns to read one sheet of their news at a time until the recording is complete. Potential readers will be invited to come to the studio at a mutually convenient time and read from prepared sheets. This will be recorded by a twiddler and the audio files passed to our Reading Panel for their appraisal. Applicants will be informed of the Panel's decision as soon as possible. Further details of the procedure and the Panel will be provided if you have volunteered as a potential reader.

#### **Commitment:**

Recording takes approximately 2 hours and each reader will be scheduled to read about 10 times a year.

### **3. TWIDDLERS**

Twiddlers are in charge at each Wednesday evening recording session. Each has a studio key and is responsible for opening the studio in time for editors arriving at 6.50pm. They setup the computer,

check reader's sound levels and record readings using NCH RecordPad, WavePad and ExpressBurn software to record, edit and copy to a USB stick ready for duplication the next day. Twiddlers write brief notes in the recording log and report absences to the Rota Co-ordinator. Twiddlers are given a pictorial guide to recording and editing using the computer in addition to practical training.

**Commitment:**

Recording takes approximately 2 hours. Editing times vary but average around 15mins. Twiddlers also do about 10 recording sessions a year.

**4. DUPLICATORS**

On Thursdays duplicators collect the pouches in which USBs are sent and returned free of charge by the Royal Mail. The previous night's recording is duplicated and the pouches are re-filled. Our duplicating equipment can produce 13 USBs at a time. Records of incoming and outgoing pouches are made and emailed to our co-ordinator and also a brief report about the day's duplication is entered in a logbook. The pouches are taken to the sorting office at Salmon Springs. Duplicators will receive training and printed guidelines.

**Commitment:**

Duplicators need to have time during the morning on Thursdays. Duplication takes approximately 2 hours and does involve a journey to Salmon Springs. Each duplicator will work about 14 times a year.

**WHAT NEXT?**

We hope the above has given you a better idea of our work and perhaps encouraged you to consider offering to work in more than one area, if only in a reserve capacity. If you have not done so already, please let us know what areas you are interested in and we will contact you as soon as possible and arrange for you to be given a practical introduction to the tasks involved.

If you are applying to become a reader, please contact me to arrange to record you reading in our studio.

Please do contact us if you have any further questions.

**Bill Hicks**

Vice-Chairman

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