

DORKING AND DISTRICT TALKING NEWSPAPER

Guidance Notes – General

Issue 6.0: Revised June 2023 - **Please destroy all previous editions.**

The Talking Newspaper was first produced in February 1988 with the aim of keeping blind and partially sighted people in the area in touch with local news and events. We then read the Dorking Advertiser on to 90-minute cassette tapes. The newspaper took up one side of the tape, 45 minutes, with announcements, the Yesteryear feature and the sports news on the second side. In 2010 the production changed to digital; copying the recording to USB memory sticks which are then posted in special pouches to our listeners. Due to the lack of local news as a result of the pandemic the production was reduced to fortnightly. At the beginning of 2023 we joined forces with Bookham Talking newspaper to provide listeners with a weekly service, Dorking one week and Bookham the next. On the first Thursday of the month a pre-prepared magazine recording is added after this, which contains other items of local or general interest, (interviews, health news etc). The magazine is called Dorking Talking. We have a website, www.dorkingtalkingnewspaper.org.uk, and a Facebook page.

The recording takes place on Thursdays at 6:30pm in the Upper Room of the Living Room and Youth Lounge at the United Reformed Church, West Street. The entrance to the Living Room is from Church Street – go into the small church car park and round the Follett Hall. A door with a keypad is straight ahead of you. The code for the keypad is changed periodically and the number sent to all volunteers and printed on the rota. Turn the knob and open the door. You will find yourself in a kitchen area. The Upper Room is up at the top of the stairs.

We are not permitted to park in the Church car park. Public car parks are available next to and across the road from the church.

As you will find, a single edition of the Talking Newspaper involves a team of several people each week:

The **Registrar** collects the returned pouches, enters them into the Listeners' Register and then delivers a set of pouches for that week's paper to the URC on Thursday.

Editors work in pairs: they buy and cut up 2 copies of the Dorking Advertiser (one deals with odd-numbered pages, the other with evens). These cuttings are sorted into three folders and delivered to the URC for the Thursday evening recording session.

Readers work in teams of three. Each week they read the cuttings prepared by the editors to create the recording. This takes about 2 hours altogether (arrive 6.15pm approx., for a 6:30 start, leave around 8.15pm), which includes the time needed for setting up and reading through the material before starting the recording.

Recorders work with the Readers. A Recorder joins the Readers at the URC, sets up the recording equipment and microphones, manages the technical side of the process and has overall responsibility for the recording. The recorders have keys to the Youth Room.

Duplicators and Distributors arrive as the Readers and Recorder are finishing. The Duplicator takes the completed recording and copies it on to the memory sticks, making as many copies as we have listeners. The Distributor checks the copies and puts them into pouches for delivery by the Post Office. The distributors have keys to lock the cabinet and room at the end of the session.

The rota is issued every three months. The Rota Secretary will contact the volunteers to check their availability before compiling the rota. Each volunteer is responsible for finding a replacement should they be unable to come on their allotted evening after the rota has been issued. The Chairman sends a reminder to those on the rota each week. Please acknowledge this to confirm you will be attending. A contact sheet is sent to all volunteers listing email addresses and telephone numbers. You will be asked for your preference for the details published.