



## **New York State Talking Book and Braille Library – Application for Free Library Service: Individuals**

Please complete this application and submit it to the NYS Talking Book and Braille Library. Completed forms can be submitted by email, fax, or printed and mailed. Please see page 3 for our library’s contact information. If you have questions, please call **1-800-342-3688** or email [tbbl@nysed.gov](mailto:tbbl@nysed.gov).

### **Applicant Information (Please Print or Type)**

|                   |  |
|-------------------|--|
| First Name        |  |
| Middle Initial    |  |
| Last Name         |  |
| Date of Birth     |  |
| Address           |  |
| City, State       |  |
| Zip code          |  |
| County            |  |
| Primary Telephone |  |
| Email Address     |  |

**Veteran.** By law, preference in lending books and equipment is given to veterans. Please check here if you have been honorably discharged from the U.S. armed forces.

**Alternate Contact** – Please provide an alternate contact to be used if you cannot be reached. **Applications for individuals under 18 years of age must include a parent or caregiver’s contact information.**

Contact Name

Relationship

Contact Telephone

Contact Email

### **Eligibility for Library Service**

Check the **primary** disability that prevents you from reading standard printed material:

Blindness      Visual Impairment      Physical Disability      Reading Disability  
Deaf-Blindness

If you have a hearing impairment, please indicate the degree of hearing loss:

Moderate – Some difficulty hearing and understanding speech  
Profound – Cannot hear or understand speech

### **The following individuals are eligible for service:**

Qualified readers must be residents of the United States, including territories, insular possessions, the District of Columbia, and American citizens living abroad, provided they meet one of the following criteria:

- An individual who is blind or has a visual impairment that makes them unable to read standard print.
- An individual who has a physical disability that makes it difficult to hold a book and manipulate the pages in order to read standard print.
- An individual who has a perceptual or reading disability.

See [www.loc.gov/nls/about/eligibility-for-nls-services](http://www.loc.gov/nls/about/eligibility-for-nls-services) for full eligibility details.

**Notice:** Patron records are confidential and will not be disclosed without the consent of the individual. (NYS Civil Practice Law and Rules, Section 4509, 1982, 1988).

**Applications must be signed by a Competent Authority who can verify the applicant’s eligibility for service. Competent Authority includes the following:** doctor of medicine, doctor of osteopathy, ophthalmologist, optometrist, psychologist, registered nurse, therapist, and professional staff of hospitals, institutions, and public or welfare agencies (such as an educator, a social worker, case worker, counselor, rehabilitation teacher, certified reading specialist, school psychologist, superintendent, or librarian).

INSTITUTIONS, including health care facilities, schools, and libraries may also use this free library service. Please see our **Application for Institutions**.

**Certification: Please complete entire section.**

“I certify that applicant, \_\_\_\_\_ has requested library service and is unable to read or use standard printed material for the reason indicated on this application.”

|  |  |
|--|--|
| Certifier’s Name (cannot be related to applicant): |  |
| Date:  |  |
| Title:   |  |
| Organization/Affiliation:                          |  |
| Telephone:   |  |
| Address:   |  |
| City, State, Zip                                   |  |
| Email:   |  |

Signature (Original or typed is acceptable):

Applications can be submitted by mail, fax, or email to:

**New York State Talking Book and Braille Library**  
**Cultural Education Center**  
**222 Madison Avenue**  
**Albany, NY 12230-0001**  
**Fax: (518) 474-7041**  
[tbbl@nysed.gov](mailto:tbbl@nysed.gov)

## **Talking Book and Braille Library Services:**

### **Download books and magazines - BARD (Braille and Audio Reading Download)**

is a web-based, password-protected service that provides access to thousands of audio and ebraille books, magazines, music appreciation books, and music scores **for free**. Every title in the collection is immediately available when using BARD. The BARD collection can be accessed through BARD Mobile, an application available for iOS and Android devices. BARD Mobile enables patrons to access the collection on mobile devices, tablets, or authorized players. Patrons may also access BARD on Windows or Mac computers. If using a computer, books and magazines can be downloaded to a personal flash drive or a blank digital cartridge and played using the digital player provided.

### **Receive books and magazines delivered through the US Postal Service - Audio**

books on cartridge and/or braille books can be sent to a patron's home via US Mail **for free**. Patrons interested in audio books are loaned a digital talking book player. You may select your own books, or the library can help select them for you based on reading preferences.

### **Select Your Services - Please choose all that apply:**

I want to download digital audio books and/or ebraille materials to read instantly with the free BARD Mobile application. I have a personal mobile device (iPhone, Android, iPad, or Kindle Fire) and Internet or cellular access. **Please provide your email address on page 1 for BARD registration.**

I want to download digital audio books and/or ebraille materials **and** I would like audio and/or braille materials sent to my home by USPS. **Please provide your email address on page 1 for BARD registration. Select the materials you would like mailed to your home.** Check all that apply.

Audio books and magazines on cartridge

Digital talking book player to play audiobooks on cartridge

Spanish language digital talking book player

Hardcopy braille books and braille magazines

I **do NOT** wish to download. I want to receive books and/or magazines delivered to my home through the USPS. **Select the materials you would like mailed to your home.** Check all that apply.

Audio books and magazines on cartridge and a digital talking book player

Spanish language digital talking book player

Hardcopy braille books and braille magazines

**Reading Preferences** – Please complete this section if you would like the library to send materials to your home address via USPS as “Free Matter for the Blind”.

**Do not select books for me. I would like to request specific titles myself.** Request books using our online catalog or submit books you would like to read by email, phone, or mail.

**Select books for me based on my reading preferences.** Please choose reading interests from the options below. We encourage you to select multiple preferences as it allows our library software to select from a greater number of books for you. Please note that you may still request books by title from our library.

**Age Range:**      Adult Titles      Young Adult Titles      Children’s Titles

**For children under 18, please include reading level or grade:**

Select your reading interests if you would like books delivered through the mail and you want the library to select your books.

**Fiction:**

|             |            |                   |              |
|-------------|------------|-------------------|--------------|
| Adventure   | Fantasy    | Mystery           | Supernatural |
| American    | Friendship | Plays             | Suspense     |
| Bestsellers | Gothic     | Poetry            | War          |
| British     | Historical | Religious Fiction | Westerns     |
| Classics    | Horror     | Romance           | Young Adult  |
| Crime       | Humor      | Science Fiction   |              |
| Family      | Literature | Short Stories     |              |

**Nonfiction:**

|                         |                            |               |
|-------------------------|----------------------------|---------------|
| Adventure               | Legal Issues               | Sports        |
| Animals                 | Music Appreciation/History | Technology    |
| Bestsellers             | Philosophy                 | Travel        |
| Biography               | Psychology                 | True Crime    |
| Business & Economics    | Religion                   | US History    |
| Cooking, Recipes        | Science                    | War, Military |
| Government and Politics | Self-Improvement           | World History |
| Health and Medicine     | Social Sciences            | Young Adult   |

Please indicate additional reading interests, including genres, authors, and titles:

I **do not** wish to receive books that contain (Check all that apply):

Strong language

Violence

Explicit descriptions of sex

**Languages:** Please indicate if you would like to receive books in languages other than English (please list languages)

**Music Scores and Instruction:** Applicants interested in braille and large-print musical scores and recorded instructional materials may borrow materials directly from the National Library Service for the Blind and Print Disabled’s Music Section. Please indicate if you are interested in learning more.

Yes, I would like to learn more about music materials and scores.

**How did you learn about the NYS Talking Book and Braille’s free library service?**

- |  |                |
|--|----------------|
| Veterans Affairs/Defense Health Agency | School         |
| Other Health Care Professional         | Public Library |
| Vocational Rehabilitation Center       | Event/Expo     |
| Friend/Family                          | Radio Ad       |
| Consumer/Support Group                 | TV Ad          |
| Internet/Social Media                  |                |
| Other Ad (please specify)              |                |
| Other (please specify)                 |                |

The New York State Talking Book and Braille Library is a service of the NY State Library, NY State Education Department, and the National Library Service for the Blind and Print Disabled (NLS), Library of Congress, Washington DC.