

Application for Free Library Service: Institutions

New York State
Talking Book and Braille Library
Cultural Education Center
222 Madison Avenue
Albany, NY 12230-0001

Phone: (518) 474-5935
(800) 342-3688
Fax: (518) 474-7041
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Website: <http://www.nysl.nysed.gov/tbbl/>

A Program of the U.S. Library of Congress and NYS Education Department, New York State Library

Notice: Records relating to recipients of Library of Congress reading material are confidential, except to the extent necessary for the proper operation of the library service or where required by law, and will not be disclosed to any person or agency without consent. (New York State Civil Practice Law and Rules, Section 4509, 1982/1988). This completed application should be sent to the New York State Talking Book and Braille Library at the address above.

Please print or type:

Name of institution _____

Street address _____

City _____

County _____

State _____

ZIP _____

Telephone (Daytime) _____

E-mail address _____

Institution Type _____

*Number of persons unable to read or use regular printed material who will be served:

Talking-book readers _____

Braille readers _____

*Eligible individuals at your institution should complete a separate application for service.

Books, Magazines, Materials, and Equipment Accessories

Please check the box provided for any of the following items and/or services that you wish to receive and indicate the number of readers who need each service.

Description	Quantity
Books and magazines	
<input type="checkbox"/> Digital talking book player	_____
<input type="checkbox"/> Books on digital cartridge	_____
<input type="checkbox"/> Braille and Audio Reading Download (BARD)	_____
<input type="checkbox"/> Braille books	_____
<input type="checkbox"/> Braille magazines	_____

Accessories for digital talking book machine

- | | |
|-------------------------------------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/> Amplifier (solely for use by readers with profound hearing loss; ask for separate application) | _____ |
| <input type="checkbox"/> Headphones (solely for use where speakers are not permitted) | _____ |

Return of Equipment

Playback equipment and special accessories are supplied to eligible institutions on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the New York State Talking Book and Braille Library.

To Be Completed by Certifying Authority (see Sections B and C, next page, for definitions)

I hereby certify that the institution named serves patrons who are unable to read or use regular printed materials because of blindness, visual disabilities, or physical limitations. I further certify that reading materials and equipment borrowed will be used by such persons only.

Please print or type:

Name of administrator _____

Street address _____

Telephone _____

City _____

State _____

ZIP _____

E-mail of administrator _____

Signature of administrator _____

(Original Signature)

Staff member who will be responsible for this service (person to be contacted by the library):

Name _____

Title _____

Eligible applicants

Nursing homes, hospitals, public libraries, schools for the blind, public and private schools, and college university disability centers may borrow equipment and reading materials for use by eligible patrons in either a group setting or for individual use. The institution is responsible for keeping a record of the serial numbers of all machines assigned to the institution. Eligible residents, not the institution, are responsible for equipment borrowed directly using individual applications.

Public or private schools and college university centers where students with disabilities are enrolled are encouraged to submit individual applications but may use this form if accompanied by certification of eligibility for each applicant.

For music materials, e.g., scores, instructional recordings, and music magazines, the individual application must be submitted.

In the case of a reading disability from organic dysfunction, certification must be made by a doctor of medicine or doctor of osteopathy who may consult with colleagues in associated disciplines.

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 to read standard print.
- An individual who has a perceptual or reading disability.

See [Eligibility for National Library Service](#) for full eligibility details.

Lending of Materials and Classes of Borrowers

Veterans. In the lending of books, recordings, playback equipment, musical scores, instructional texts, and other specialized materials, preference shall always be given to the needs of the blind and other physically handicapped persons who have been honorably discharged from the armed forces of the United States.

Institutions. Institutions such as schools, residential care facilities, hospitals, and other establishments regularly attended by blind and/or physically handicapped individuals may borrow special format reading materials and playback equipment solely for the use of persons certified as eligible, who must be the direct and only recipients of the materials and equipment provided by NLS.