

# 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  
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## 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
<b>Books and magazines</b>	
<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)                                   | _____ |
| <input type="checkbox"/> Pillow speaker (solely for readers confined to bed)  | _____ |

### 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 \_\_\_\_\_

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**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.

## **Eligibility of blind and other physically handicapped persons for issue of library materials**

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- A. The following persons are eligible for loan service:
1. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.
  2. Other physically handicapped persons as follows:
    - (a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed materials.
    - (b) Persons certified by competent authority as unable to read or unable to use regular printed material as a result of physical limitations.
    - (c) Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading regular printed material in a normal manner.
- B. In cases of blindness, visual disability, or physical limitation, the administrator of the institution may serve as the certifying authority.
- C. In the case of reading disability from organic dysfunction, competent authority is defined as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.
- D. Eligible readers must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

## **Lending of Materials and Classes of Borrowers**

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**Veterans.** In the lending of books, recordings, playback equipment, musical scores, instructional texts, and other specialized materials, preference shall be given at all times 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.