

Washington, DC 20542

(202) 707-5100

[www.loc.gov/nls](http://www.loc.gov/nls)

## Application for Free Library Service: Institutions

**Institutions**--such as assisted living communities, hospitals, public libraries, schools for students who are blind or have a visual impairment, public and private schools, and college or university disability centers--may borrow equipment and reading materials for use by eligible readers to use individually or in a group setting. The institution is responsible for keeping a record of the serial numbers of all machines assigned to the institution. If residents or students choose to apply using the Individual Application, they are responsible for the equipment they borrow, not the institution.

Please complete this application and send it to your local network library. To find your local cooperating library visit [www.loc.gov/nls/find](http://www.loc.gov/nls/find) or call 1-888-NLS-READ (1-888-657-7323).

### Please print or type:

Name of institution \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

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

Talking-book readers \_\_\_\_\_

Braille readers \_\_\_\_\_

(Note: A patron can be both a talking-book reader and a braille reader.)

**Notice:** Records relating to recipients of Library of Congress reading material are confidential except for those portions defined by local law as public information. To find out how information provided on this form may be released to other individuals, institutions, or agencies, please ask the local library to which you are submitting this application.

## Books, 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 quantity needed.

### Description

### Quantity requested

#### Books

- Books recorded on digital cartridge with digital player \_\_\_\_\_
- Braille books \_\_\_\_\_

#### Accessories for digital talking book player

Playback equipment and special accessories are supplied to eligible institutions on extended loan for eligible readers. Please ensure that equipment is being used to support users of the talking-book program of the Library of Congress and its cooperating libraries. Should the equipment no longer be needed, it must be returned to the issuing agency. Contact your local network library for information on high-volume equipment and specialized equipment such as breath switches.

- Headphones \_\_\_\_\_
- Pillow speaker (issued only to readers confined to beds) \_\_\_\_\_

- Braille and Audio Reading Download (BARD) online service**  
Institutions may also have access to the Braille and Audio Reading Download (BARD), a web-based service that provides access to thousands of special-format books, magazines, and music scores from NLS. The service is available to registered users through their network library. Talking books also may be downloaded for reading on iOS, Android, and Kindle Fire devices through the BARD Mobile app. Braille readers will need to connect to a refreshable braille display via an iOS device with a Bluetooth connection. The BARD website and mobile app are password-protected, and all files are in an electronically downloadable form of compressed audio or formatted braille.

- Music materials**  
NLS also provides music instructional and appreciation materials, e.g., large print and/or braille scores, instructional recordings, and music magazines. \_\_\_\_\_

## Certification of Eligibility

To be completed by certifying authority (see Sections B and C, next page, for definitions).

I hereby certify that the institution named serves people who are unable to read or use regular printed materials because of blindness, visual impairment, or physical disabilities. 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 \_\_\_\_\_

Signature of administrator \_\_\_\_\_

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

Name \_\_\_\_\_ Title \_\_\_\_\_

### Eligibility

People who are blind, visually impaired, or physically disabled may be eligible to receive library materials, if they meet the following criteria:

- 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 disabled 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 material.

- (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. 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 its territories, insular possessions, and the District of Columbia, or American citizens living abroad.

### **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 be given at all times to the needs of the blind and other physically disabled 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 people who are blind or have a physical disability 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.

### **Where to Send**

Mail this application to your local cooperating library, which can be found at [www.loc.gov/nls/find](http://www.loc.gov/nls/find), or call 1-888-NLS-READ (1-888-657-7323).

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| Send,<br>Scan<br>or Fax: | <br><small>WISCONSIN TALKING BOOK<br/>AND BRAILLE LIBRARY</small> | <b>Wisconsin Talking Book and Braille Library</b><br><b>813 W. Wells St, Milwaukee, WI 53233-1436</b><br><b><a href="mailto:wtbbl@milwaukee.gov">wtbbl@milwaukee.gov</a> FAX: 414.286.3102</b><br><b><a href="http://dpi.wi.gov/talkingbooks">dpi.wi.gov/talkingbooks</a></b> |
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