

Application for free library service: Institutions

Mail application to: State Library of Louisiana, Talking Books and Braille Library, 701 N. 4th St., Baton Rouge, Louisiana 70802. Fax application to: 225.342.6817. Email to tbbl@library.la.gov. For more Information call: 800.543.4702 or 225.342.0035

Please print or type

Name of Institution: _____

Mailing address: _____

City: _____ State: _____ Zip: _____ Parish: _____

Contact name: _____

Phone: (____) _____ Extension: _____

Cell phone: (____) _____ Email address: _____

Number of readers unable to read standard print material who will be served.
Individuals can be included in more than one category:

_____ Talking book readers _____ Large print readers _____ Braille readers

_____ By law, preference in lending of books and equipment is given to veterans.
Please indicate the number of readers who have been honorably discharged
from the Armed Force of the United States.

Type of Institution:

- School for Blind/Disabled
- School/College/Univer. with students with disabilities, such as reading disabilities
(Each new student must be individually certified using the **Certification for Eligible Student** form. This is only done one time per student. A listing of all student names and disabilities must be provided each school year on the **Annual Student Listing** form.)
- Hospital
- Nursing/Convalescent Home
- Public Library (only eligible for **demonstration accounts**)
- Other Organization _____

Demonstration Account:

- Check if your organization is exclusively demonstrating NLS library services to eligible individuals, who will submit their own applications for service.

Books, equipment and other services

Please check the box for any item or service you wish to receive:

- Talking Books on digital cartridge and a digital player**
- High volume player** and headphone (issued solely for readers with profound hearing loss; ask for a separate application.)
- Large Print books** - Available in 14 point size type of above.
- Big books** - Large format, illustrated children's picture books.
- Braille books** - Service is provided through Utah State Library for the Blind and Disabled.
- NFB Newsline service** - Have local and national newspapers and popular magazines read to you over the telephone.
- Online catalog service** - Register for a login to view your request list and reading preferences, do searches, order books. Access the entire collection of audio, large print and Braille books.
- BARD (Braille and Audio Reading Download)**: Institutions may have access to BARD, a web-based, password-protected service that provides access to thousands of audio and braille books, magazines, and music scores available from NLS. The mobile app, known as BARD Mobile, includes built-in playback capability so users can enjoy talking books anytime, anywhere. Public libraries are eligible for BARD demo accounts ONLY.
- Magazines** - Popular audio and Braille magazines on digital cartridge.
- Music materials** - NLS provides music instructional materials, e.g., large print and/or braille scores, instructional recordings, and music magazines. Recorded music for recreational listening is not available.
- Pillow speakers** - Only for readers confined to bed.

Use of Government Property: NLS program equipment, materials, and products, both online and physical, are federal property. Users shall acknowledge the purpose for which these items were intended and accept responsibility for accessing these items. All materials and equipment (including digital talking book cartridges, hard copy braille, players, and accessories) must be returned when no longer needed.

Confidentiality: The Information obtained on this application is required to establish eligibility for free library services. This application is a library record and as such, its information is considered to be confidential.

Reading preferences

Select the type of book service you desire (**check all that apply**).

We want to select our own books. I will send the library requests from catalogs, *Talking Book Topics*, *Braille Book Review*, or other sources.

We would like the library to select books for us. My reading interests are:

- | | | |
|---|---|--|
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Gothic novels | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Historical fiction | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Animal Stories | <input type="checkbox"/> History, United States | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Bestsellers, fiction | <input type="checkbox"/> History, World | <input type="checkbox"/> Romance, historical |
| <input type="checkbox"/> Bestsellers, non-fiction | <input type="checkbox"/> Horror | <input type="checkbox"/> Science |
| <input type="checkbox"/> Biographies | <input type="checkbox"/> Humor | <input type="checkbox"/> Science fiction |
| <input type="checkbox"/> Christian fiction | <input type="checkbox"/> Louisiana interest | <input type="checkbox"/> Short stories |
| <input type="checkbox"/> Christian interest | <input type="checkbox"/> Medicine | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Mysteries | <input type="checkbox"/> Spy stories |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Mysteries, Cozy | <input type="checkbox"/> Suspense stories |
| <input type="checkbox"/> Family stories | <input type="checkbox"/> Nature | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Fantasy | <input type="checkbox"/> Occult | <input type="checkbox"/> True crime |
| <input type="checkbox"/> Fitness and diet | <input type="checkbox"/> Philosophy | <input type="checkbox"/> War stories |
| <input type="checkbox"/> Politics | <input type="checkbox"/> Poetry | <input type="checkbox"/> Westerns |

I **do not** wish to receive books that contain:

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Explicit sex | <input type="checkbox"/> Extreme violence | <input type="checkbox"/> Frequent profanity |
|---------------------------------------|---|---|

The reading level most appropriate for me is:

- | | | |
|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Adult | <input type="checkbox"/> Grades 6-9 | <input type="checkbox"/> Grades 3-6 |
| <input type="checkbox"/> Young Adult | <input type="checkbox"/> Grades 5-8 | <input type="checkbox"/> Grades 2-4 |
| <input type="checkbox"/> Grades 9-12 | <input type="checkbox"/> Grades 4-7 | <input type="checkbox"/> Grades Pre K-2 |

My preferred language for reading is: English Other _____

Other reading interests or favorite authors:

- How did you hear about our service? Friend/Family Lighthouse for the Blind
 Consumer/Support Group Event/Expo/Convention Librarian School
 Vocational Rehab Center Other Occupational Therapy
 Healthcare Professional Veterans Affairs
 Radio Ad TV Ad Other Ad (specify:) _____
 Internet/Social Media (specify:) _____
 Other (specify:) _____

All Institutions must fully complete and sign this “Certifying Authority” page.

If your institution serves minors, then you must also have the appropriate person complete and sign the “Institutional Acknowledgment” page as well.

To be completed by a Certifying Authority (See definitions below)

I hereby certify that the institution named serves people who are unable to read or use regular print or use regular printed material because of blindness, a visual impairment, a reading disability, or a physical disability. I further certify that reading materials and equipment borrowed will be used by such persons only and that in the provision 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.

Certifier’s name: _____

Certifier’s Title: _____

Email: _____

Street: _____ Phone: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

A scanned or faxed signature is acceptable

Definition of Certifying Authority

- 1. In cases of blindness, visual impairment or physical disability**, certifying authorities include doctors of medicine or osteopathy, ophthalmologists, optometrists, registered nurses, nurse practitioners, physician assistants, therapists, professional staff of hospitals, institutions and public agencies (e.g., social workers, counselors or rehabilitation teachers). In the absence of any of these, professional librarians may certify.
- 2. In the case of a student with a reading disability** such as dyslexia, dysgraphia, trouble with word decoding or another data processing disorder, the certifying authority may be a certified reading specialist, school psychologist, superintendent, teacher or school librarian.

Institutional Acknowledgment for NLS Services and Devices

Required for Institutions Serving Users who are Minors (Under 18 Years Old)

As an institution that serves users who are minors, we acknowledge that such users will receive NLS services and equipment and that the institution will have access to the entire NLS catalog of reading material on their behalf. We acknowledge that we will be responsible for receiving any necessary parental or guardian consent. All materials and equipment (including digital talking book cartridges, hard-copy braille, players, and accessories) must be returned when no longer needed.

Date: _____

Name of Institution:

Full Name of Legally Authorized Representative:

Title of Legally Authorized Representative:

Email Address of Legally Authorized Representative:

Phone Number of Legally Authorized Representative: _____

I have the authority to enter into binding agreements on behalf of my institution and, by signing below, I acknowledge the preceding on behalf of my institution.

Signature of Legally Authorized Representative:
