

Applications for Free Library Service:  
Institutions



LIBRARY OF CONGRESS

Mail Applications to:

National Library Service  
For the Blind and  
Physically Handicapped

Institutional Services Unit  
Braille & Talking Book Library  
421 Platt St  
Daytona Beach, FL 32114

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**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 the extent to which the information provided on this application form may be released to other individuals, institutions, or agencies, consult the agency to which you are submitting this application. This completed application should be sent to the library for the blind and physically handicapped in the state where your agency is located. If you do not know the address, send the application to the National Library Service for the Blind and Physically Handicapped, which will forward it to the appropriate library.

**Please print or type:**

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

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone (Daytime) \_\_\_\_\_

E-mail address \_\_\_\_\_

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

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

## Books, Magazines, Materials, and Equipment Accessories

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Please check the box provided for any of the following items and/or services that you wish to receive and indicate the quantity needed. (Consult the enclosed *Facts: Playback Machines and Accessories Provided on Free Loan to Eligible Individuals and Institutions* for a full description of machines and accessories.)

Description	Quantity	Description	Quantity
<b>Books and magazines</b>		<b>Accessories for cassette book machines</b>	
<input type="checkbox"/> Books recorded on digital cartridge with digital player	_____	<input type="checkbox"/> Amplifier (solely for use by readers with profound hearing loss; ask for separate application)	_____
<input type="checkbox"/> Braille and Audio Reading Download (BARD)	_____	<input type="checkbox"/> Breath switch	_____
<input type="checkbox"/> Books recorded on audiocassette with standard cassette player	_____	<input type="checkbox"/> Extension levers	_____
<input type="checkbox"/> Magazines recorded on audiocassette	_____	<input type="checkbox"/> Headphones (solely for use where speakers are not permitted)	_____
<input type="checkbox"/> Braille books	_____	<input type="checkbox"/> Pillow speaker (solely for readers confined to bed)	_____
<input type="checkbox"/> Braille magazines	_____	<input type="checkbox"/> Remote control unit (issued for readers confined to bed or who have difficulty with mobility; ask for separate application)	_____
<b>Accessories for digital talking book machine</b>			
<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 issuing agency.

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

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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 \_\_\_\_\_

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

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

Name \_\_\_\_\_

Title \_\_\_\_\_

**Eligible applicants**

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Nursing homes, hospitals, 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 (Form 73-101).

Public or private schools and college university centers where handicapped students are enrolled are encouraged to submit individual applications (Form 73-101) but may use this form (73-101a) accompanied by certification of eligibility for each applicant.

For music materials, e.g., scores, instructional recordings, and music magazines, the individual application (Form 73-101) 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.