

APPLICATION FOR FREE LIBRARY SERVICE



Mailing address

**Talking Book and
Braille Library**
Oregon State Library
250 Winter Street NE
Salem, OR 97301

Contact Us

Toll Free:
1-800-452-0292

Local:
503-378-5389

Fax:
503-585-8059

TTY Relay:
1-800-735-2900

E-mail
talkingbooks.info@state.or.us

Website
www.ORTalkingBooks.org

INSTITUTIONAL ACCOUNTS

Please Print or Type:

Name of Institution _____

Contact Person _____

Mailing Address _____

City _____ County _____ State _____ ZIP _____

Telephone (____) _____

E-mail _____

CERTIFICATION TO BE COMPLETED BY FACILITY DIRECTOR OR ADMINISTRATOR:

I certify that the institution named serves individuals who are unable to read or use standard print material due to blindness, visual disabilities, or physical limitation. I further certify that the reading materials and equipment borrowed will be used by such persons only. *Please Print.*

Name of Administrator _____

Street Address _____

City _____ State _____ ZIP _____

Telephone (____) _____

Signature of Administrator _____

MEDIA AND ACCESSORIES:

Equipment and accessories are available on extended loan. The digital talking book player is needed to play National Library Service audio books. **One digital player and one demonstration audio book is available for loan to each institutional account.**

CATALOG SERVICE OPTION:

If you are interested in receiving the bi-monthly *Talking Book Topics* catalog for demonstration purposes, please check the box below. For institutions this catalog is only available in Large Print.

Yes, please subscribe us to *Talking Book Topics*

DOWNLOADABLE AUDIO BOOKS:

BARD (**B**raille and **A**udio **R**eadin**D**ownload) is our downloadable audio book service that grants users free access to download any NLS digital book they want, 24 hours a day, 7 days a week. Staff members of an institution are eligible for BARD accounts under their own names. Please visit the Institutional Services page on our website for a link to the Institutional BARD application, or call us at 800-452-0292. **NOTE:** public library accounts will be limited to demo only access, meaning library staff will only be able to download any of four (4) copyright-free books that have been published by the NLS.

RETURN OF EQUIPMENT AND ACCESSORIES

Playback equipment and accessories are supplied to eligible persons on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the National Library Service and its cooperating libraries, it must be returned to TBABS.

Lending of materials and classes of borrowers

The reading materials and playback equipment for the use of blind, visually impaired, physically disabled, and reading disabled persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals, and to schools for the blind or physically disabled for the use of such persons only. The reading materials and equipment may also be used in public or private schools where disabled students are enrolled; however, the students in public or private

schools must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.

Eligibility of print-disabled persons for loan of library materials

The following persons are eligible for Talking Book and Braille Library 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. Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.
3. Persons certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations.
4. Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading standard printed material in a normal manner.

In cases of blindness, visual disability, or physical limitation, the administrator of the institution can serve as the certifying authority.

In the case of reading disability from organic dysfunction, competent authority is defined only as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.