Print Form

Application for Free Library Service: Institutions

Connecticut State Library
Library for the Blind
and Physically Handicapped

http://www.ctstatelibrary.org/

198 West St.
Rocky Hill, CT 06067
(860) 721-2020
Toll Free (800) 842-4516
Fax (860) 721-2056

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.

Send completed application to:
Connecticut State Library
Library for the Blind & Physically Handicapped
198 West Street
Rocky Hill, CT 06067

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

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	Description	Quantity
Books and magazines		**Accessories for digital talking book machine**	
☐ Books recorded on digital cartridge with digital player	_____		
☐ Braille and Audio Reading Download (BARD) For use with home PC or mobile device	_____	☐ Amplifier (solely for use by readers with profound hearing loss; ask for separate application)	_____
☐ Magazines recorded on digital cartridge	_____	☐ Headphones (solely for use where speakers are not permitted)	_____
☐ Braille books	_____		
☐ Braille magazines	_____	☐ 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, please return it to the Connecticut State Library, Library for the Blind & Physically Handicapped, 198 West Street, Rocky Hill, CT 06067. In lieu of postage mark the box "Free Matter for the Blind."

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 _____

Signature of administrator

_____

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

Name _____ Title _____

Eligible applicants

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.

Public or private schools and college university centers where handicapped students are enrolled are encouraged to submit individual applications but may use this form 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

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

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.