

## 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 cooperating network library. To find your local cooperating library visit [www.loc.gov/nls/findyourlibrary](http://www.loc.gov/nls/findyourlibrary) 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.)

**NOTE:** Personal information is confidential except for those portions defined by law as public information. To learn what information provided on this application form may be released to other individuals, institutions, or agencies, please consult the agency to which you are submitting this application.

**Type of Institution:**

- School for Blind/Disabled
- School—Primary/Secondary
- Hospital
- Nursing/Convalescent Home
- Public Library (only eligible for BARD demonstration account)
- 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.

**Eligibility of blind and other print-disabled persons for loan of library materials**

The following people are eligible for service: residents of the United States, including territories, insular possessions, and the District of Columbia, and American citizens living abroad, provided they meet one of the following criteria:

1. An individual who is blind or has a visual impairment that makes them unable to comfortably read print books.
2. An individual who has a perceptual or reading disability.
3. An individual who has a physical disability that makes it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book.

Please see [www.loc.gov/nls/eligibility](http://www.loc.gov/nls/eligibility) for the full eligibility terminology.

**Certifying Authority**

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 or physical disabilities I further certify that 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.

Name of Certifying Authority \_\_\_\_\_

Title \_\_\_\_\_

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

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

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

Signature of Certifying Authority \_\_\_\_\_

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

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

Phone number \_\_\_\_\_ Email \_\_\_\_\_

### **Books and Materials**

Please check the box provided for any of the following items and/or services that you wish to receive and indicate the quantity needed

#### **Initial Quantity Requested**

#### **Quantity**

- |  |       |
|--|-------|
| <input type="checkbox"/> Digital Talking-Book Machines | _____ |
| <input type="checkbox"/> Books on digital cartridge    | _____ |
| <input type="checkbox"/> Braille books                 | _____ |

#### **Other Available Services**

- Music materials: NLS also provides music instructional materials, e.g., large print and/or braille scores, instructional recordings, and music magazines.
  
- BARD (Braille and Audio Reading Download): Institutions may also have access to BARD, a web-based, password-protected service that provides access to more than a hundred thousand of audio and braille books, magazines, and music scores available from NLS. The service is available to registered users through their network library. BARD is available as an application on a Windows or Mac computer or on an iOS or Android device. The mobile application, known as BARD Mobile, includes built-in playback capability so users can enjoy talking books anytime, anywhere. Public libraries are eligible for BARD demonstration accounts ONLY.

**How did you learn about the NLS free library service? Check up to three:**

- |   |  |
|---|--|
| <input type="checkbox"/> Veterans Affairs/Defense Health Agency | <input type="checkbox"/> Other Health Care Professional        |
| <input type="checkbox"/> School                                 | <input type="checkbox"/> Vocational Rehabilitation Center      |
| <input type="checkbox"/> Friend/Family                          | <input type="checkbox"/> Public Library                        |
| <input type="checkbox"/> Consumer/Support Group                 | <input type="checkbox"/> Event/Expo                            |
| <input type="checkbox"/> TV Ad                                  | <input type="checkbox"/> Radio Ad                              |
| <input type="checkbox"/> Other Ad (specify below)               | <input type="checkbox"/> Internet/Social Media (specify below) |

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Other (specify below)

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**Where to Send**

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

Indiana Talking Books & Braille Library  
140 North Senate Avenue  
Indianapolis, IN 46204-2207  
1-800-622-4970  
317-232-3684  
317-232-3728 Fax