



STATE LIBRARY OF LOUISIANA

*in cooperation with the National
Library Service for the Blind
and Physically Handicapped
of the Library of Congress*

Application for Free Library Service: INSTITUTIONS

Return application to:

State Library of Louisiana
Service for the Blind & Physically Handicapped
701 North Fourth Street
Baton Rouge, LA 70802
1-800-543-4702

Part 1: Institutional Information (Please print or type)

Name of Institution: _____

Staff member (name and title) who will be responsible for service (and contacted by the library):

Mailing address: _____

City: _____

State: _____

Zip: _____

Parish: _____

Telephone: () _____

Extension: _____

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 _____ Braille readers _____ Large print readers

Part 2: Books, Equipment, and Accessories

(a) Your institution may borrow any of the following items. Check those that you wish to receive:

- _____ Books on tape and a cassette player (plays 2 and 4 track cassettes). Number of cassette players needed (check one): ☐ 1 ☐ 2 ☐ 3 ☒ 4
- _____ Braille Books
- _____ Print/Braille (twin vision) Books
- _____ Large Print Books
- _____ Descriptive Videos (you must have your own VCR)
- _____ Catalogs from which to select books and magazines
- _____ Music scores and instruction. (Recreational music is NOT available through this program.)

(b) Special accessories for cassette players are available. Please check any your institution would like from the list below. Some accessories require a separate application form that will be mailed to you with further instructions.

- _____ Amplifier (only for profoundly hearing-impaired individuals).
- _____ Breath Switch (only for individuals confined to bed).
- _____ Extension Levers (for individuals who have limited use of their head and/or arms).
- _____ Pillow speaker (only for individuals confined to bed).
- _____ Remote Control Unit (only for individuals confined to bed).

Return of Equipment. Playback equipment and special 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 Library of Congress and its cooperating libraries, it must be returned to the State Library of Louisiana, Service for the Blind and Physically Handicapped.

Responsibility. Your institution must assign a specific staff member to be responsible for equipment, talking books, braille books, large print books and any accessories provided by the State Library of Louisiana, Service for the Blind and Physically Handicapped. These items are federal property and institutions are held accountable for their location and condition.

Part 3: Reading Preferences

(a) We do **not** wish to receive books that include the following:

- | | | |
|----------------------|------------------------|-----------------------|
| _____ Explicit Sex | _____ Violence | _____ Strong Language |
| _____ Male narrators | _____ Female narrators | _____ Long Books |

(b) Please indicate language preference(s): ☐ English ☐ French ☐ Spanish
☐ German ☐ Vietnamese ☐ Other: _____

(c) We wish to select books by:

- _____ REQUESTS AND SELECTIONS. We prefer to make our own selections, but if our requests are unavailable, we will accept library selections from specific reading categories..
- _____ AUTOMATIC SELECTION. Please send selections from the reading categories.
- _____ REQUEST ONLY. We will select all books. Do not send any selections from the reading categories on page 3.

(d) Which best describe(s) your institution's reading level (check all that apply):

- | | | |
|-------------------------|-----------------------|-----------------------|
| _____ Pre K - 2nd grade | _____ 3rd - 6th grade | _____ 4th - 7th grade |
| _____ 5th - 8th grade | _____ 6th - 9th grade | _____ Young Adult |
| _____ ADULT | Comments: _____ | |

Part 4: Reading Categories

(a) Check as many as you wish:

- | | | |
|---|---|--|
| <input type="checkbox"/> Adventure stories | <input type="checkbox"/> Drama | <input type="checkbox"/> Occult, supernatural |
| <input type="checkbox"/> Animals, wildlife | <input type="checkbox"/> Family stories | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Bestsellers | <input type="checkbox"/> Fantasy | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> Bible, religion | <input type="checkbox"/> Folklore | <input type="checkbox"/> Psychology, self-help |
| Denomination _____ | <input type="checkbox"/> Gardening | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Biographies | <input type="checkbox"/> Gothic novels | <input type="checkbox"/> Science |
| <input type="checkbox"/> Business, economics | <input type="checkbox"/> Government, politics | <input type="checkbox"/> Science fiction |
| <input type="checkbox"/> Career, job training | <input type="checkbox"/> Health | <input type="checkbox"/> Short stories |
| <input type="checkbox"/> Children's fiction: | <input type="checkbox"/> Historical fiction | <input type="checkbox"/> Sports |
| Reading level _____ | <input type="checkbox"/> History-U.S | <input type="checkbox"/> Spy stories |
| <input type="checkbox"/> Children's nonfiction: | <input type="checkbox"/> History-world | <input type="checkbox"/> Stage and screen |
| Reading level _____ | <input type="checkbox"/> Humor | <input type="checkbox"/> Suspense stories |
| <input type="checkbox"/> Classic novels | <input type="checkbox"/> Music appreciation | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Mysteries | <input type="checkbox"/> War, war stories |
| <input type="checkbox"/> Cooking, homemaking | <input type="checkbox"/> Nature | <input type="checkbox"/> Westerns |

(b) Other reading interests or favorite authors: _____

Part 5: Disability Certification. To be completed by a certifying authority. (See page 4, section B, for definitions.)

Please print or type:

Name of Administrator _____

Title _____

Street address _____

Telephone () _____

City _____

State _____

Zip _____

I certify that the institution named serves patrons who are unable to read or use standard printed materials because of blindness, visual disabilities, physical limitations or reading disabilities. I further certify that the reading materials and equipment borrowed will be used by such persons only.

Signature* _____

Date _____

**Administrator's original signature required. Stamps, copies or faxes cannot be accepted.*

ELIGIBILITY CRITERIA FOR LOAN OF LIBRARY MATERIALS

A. The following persons are eligible for free library service:

- 1) Blind persons whose visual acuity, as determined by a competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of the visual field subtends an angular distance no greater than 20 degrees.
- 2) Other physically handicapped persons are eligible as follows:
 - (a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard print materials.
 - (b) Persons who are unable to read or unable to use standard print as a result of physical limitations.
 - (c) Persons certified by competent medical authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner (see below under B,2).

B. The following persons may certify (sign) your application:

- 1) In cases of **blindness, visual impairment, or physical limitations**, “competent authority” is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.
- 2) In the case of a **READING DISABILITY** from organic dysfunction, **competent authority is defined as doctors of medicine (M.D.) and doctors of osteopathy** who may consult with colleagues in associated disciplines.

C. Residency or U.S. Citizenship: 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. Preference shall be given at all times to the needs of blind and other physically handicapped persons who have been honorably discharged from the armed forces of the United States.

Institutions. The reading materials and playback equipment for the use of blind and physically handicapped persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals, and to schools for the blind or physically handicapped. These materials may also be used in public or private schools where handicapped 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.

Confidentiality. Records relating to your reading material are confidential except for those portions defined by local law as public information.