



OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF STATE LIBRARY

Important Information about Free Library Service for Your School

The State Library of Louisiana's Talking Books and Braille Library (TBBL) is ready to assist your school and special needs students who are eligible for our free library service.

TBBL provides audio books and magazines, large print books, big books, access to Braille services to schools and individuals who are blind, visually impaired, physically handicapped (so that they are unable to hold a book and/or turn pages), or reading disabled (dyslexia, ADHD, etc.).

If your school would like to borrow these items for eligible students this year, please complete:

1. One *Institutional Application* form for each school address that will receive TBBL materials (book players, audio books, etc.). **This is done only once per school address.**
2. One *Certification for Eligible Student* form for each student. **This is done only once per student,** when they are first signed up.
3. The *Annual Student Listing* form. One form can list up to five students. (You may duplicate this form as necessary.) **This must be done at the start of every school year**

Please note that all forms listed above can be downloaded from this web address:

www.state.lib.la.us/special-services/talking-books-and-braille-library/for-youth-and-schools

4. Mail or Fax the Signed Forms to:

State Library of Louisiana
ATTN: Children's and YA Services - TBBL
701 North 4th Street
Baton Rouge, LA 70802

FAX: 225-342-6817

We look forward to serving your eligible students this year.

Children and Teen Services Librarian,
Talking Books and Braille Library
tbbkids@state.lib.la.us

225-342-9563
800-543-4702
225-342-6817 (fax)