

Large Print and Talking Book Application for Institutions

Return this form to:

Maine State Library Outreach
64 State House Station
Augusta, ME 04333-0064
1-800-762-7106

Free Library Service for Institutions

- **Libraries:** Large print books may be loaned to libraries for use by patrons who require the use of large print material.
- **Institutions:** Large print books, talking books and talking book equipment for the use of blind and physically disabled persons who qualify may be loaned to institutions such as nursing homes and hospitals, for the use of such persons only.
- **Schools:** Talking books 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 material and equipment. Please complete the "Certification of Student Eligibility" form for this purpose.
- **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 disabled persons who have been honorably discharged from the armed forces of the United States

Confidentiality: Records relating to the use of library materials which contain names or other personally identifying details are confidential and will not be disclosed except upon request or consent of the user or when required by law.

Application

Please print or type.

Name of Institution _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Name and title of staff member who will be responsible for this service:

Number of persons unable to read or use standard printed material who will be served: _____

Type of Institution: ___ Nursing Home ___ Hospital ___ Library ___ School ___ Other (specify)

Criteria for Eligibility

Legal Blindness* [See #1 below]

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.

Visual Impairment* [See #1 below]

Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority* as preventing the reading of standard printed material.

Physical Disability* [See #1 below]

Persons certified by competent authority* as unable to read or unable to use standard printed material as a result of physical limitations.

Reading Disability** [See #2 below]

Persons certified by competent authority** as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.

Qualified 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.

Criteria for Certifying Authority

1. *In cases of blindness, visual disability, or physical limitation, “competent authority” is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, 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 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.

To Be Completed by Certifying Authority

I certify that the institution named serves persons who are unable to read or use standard printed material for one of the reasons specified above. I further certify that the reading materials and equipment borrowed will be used by such persons only.

Please Print or Type

Name _____

Title/Occupation _____

Address _____ Telephone _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

Borrowing

Books and Magazines

You may borrow any of the following equipment. Please check those you wish to receive.

____ Talking books on cassette

____ Talking books on digital cartridge

____ Magazines on cassette

____ Braille Materials provided from the Perkins School for the Blind

____ Scores, instructions, and magazines about music in special media from the National Library Service for the Blind and Physically Handicapped. Individual applications must be submitted.

Equipment

You may borrow any of the following equipment. Please check those you wish to receive.

____ Standard cassette player

____ Standard digital player

____ Special equipment and accessories for readers with special needs (please specify)

____ Easy Cassette Player - for individuals who have difficulty operating the standard cassette player, this machine is simpler to operate but also less versatile.

____ Lightweight Headphones - issued only to readers who require them in order to be able to listen to talking books, as in nursing homes and hospitals where loudspeakers are not permitted.

____ ***Amplifier** - for persons with a significant hearing loss (medical certification required)

___ ***Remote Control Unit** - for persons confined to bed with difficulty in mobility, this device turns playback equipment on and off but will not control other functions such as volume and speed

___ ***Breath Switch** - for persons with little or no use of their extremities, to be used in conjunction with the Remote Control Unit

___ Extension Levers - for persons who have difficulty manipulating the key controls on the standard cassette player.

___ Pillowspeaker - for persons who are confined to bed, is placed under the reader's pillow and is normally heard only by the reader

***A separate application form is required for these devices.**

If you are registered to receive Talking Books, you will automatically receive catalogs of Talking Books, Talking Books Topics (a bi-monthly publication announcing newly released books), and the Outreach Services handbook and newsletter.

Deposit Collection

Many institutions maintain deposit collections of Large Print books which are exchanged periodically for different titles. Please indicate the number of talking books which you would like for a deposit collection: _____

Frequency of Services

___ Most users are on a "return" system whereby each time they return a book we send another. Please check here if you would like to receive books on this system.

___ Indicate quantity you would like to receive on this basis: _____

___ Please check here if you would like receive books only when you request them

Book Selection (check one)

___ Send only the specific titles I will request. Do not select books for me.

___ The library may select books for me based on the reading preferences checked below:

Reading Level

___ Adult

___ Young Adult

____ Child (specify reading level _____)

Check if you do not wish to receive books that contain:

____ Strong Language ____ Violence ____ Explicit descriptions of sex

Primary Language

____ English ____ Spanish ____ French ____ Italian ____

Other, please specify: _____

Fiction

____ Adventure
____ Animal Stories
____ Bestsellers
____ Black Interests
____ Children's Stories Classics
____ Family Stories
____ Gothic Novels
____ Historic Novels
____ Humor
____ Jewish Interests
____ Maine Authors
____ Modern Novels
____ Mystery & Spy
____ Occult/Horror
____ Romance
____ Science Fiction
____ Short Stories
____ War Stories
____ Westerns

Non Fiction

____ Adventure
____ About Music
____ Bestsellers
____ Biographies
____ Black Interests
____ Business
____ Cooking
____ Current Events
____ Disabilities
____ Essays & Literature
____ Fine Arts
____ Government/Politics
____ Health
____ History
____ Homemaking
____ Humor
____ Jewish Interests
____ Maine Authors/subjects
____ Occult/Paranormal
____ Philosophy
____ Plays
____ Poetry
____ Psychology
____ Politics & Government
____ Religion (specify)_____
____ Science
____ Sports
____ Travel
____ War

Please indicate any other type of books or favorite authors that interest you.

