For Official Use

CALIFORNIA STATE LIBRARY
Braille and Talking Book Library
P.O. Box 942837
Sacramento, CA 94237-0001
(916) 654-0640
Toll-Free 1-800-952-5666
btbl@library.ca.gov FAX (916) 654-1119

APPLICATION FOR FREE LIBRARY SERVICES INDIVIDUALS

The Braille and Talking Book Library (BTBL) is a branch of the California State Library which cooperates with the Library of Congress, National Library Service for the Blind and Physically Handicapped. The books and equipment are provided by the Library of Congress. The California State Library directly administers the program in Northern California. Residents of Southern California are served by the Braille Institute Library in Los Angeles, which is also funded by the State Library. These services are provided without charge to all eligible readers.

(PLEASE PRINT OR TYPE)

Applicant's First Name	Initial	Last Name	
Mailing Address			Apt. #
City	County	State CA	Zip Code
Phone Number ( )	Second Phone Number ( )	Date of Birth	Sex

Email address (if available):

Person to contact if you cannot be reached:

Name **Telephone ( )**

☐ **Please check here if you have been honorably discharged from the Armed Forces of the United States. By law, preference in the lending of books and equipment is given to veterans.**

NOTICE

The information required on this application pertains to eligibility for and establishment of free library service for individuals who are blind and physically disabled.

This information is required by the Library of Congress National Library Service for the Blind and Physically Handicapped. Complete and accurate information will speed the application process.
Complete all pages and sign on page 7.

CONFIDENTIALITY

All information on this application remains confidential as outlined in California State Executive Order No. B-22-76. Individuals are entitled to inspect information contained in their records during regular office hours. The Registration Clerk at the Braille and Talking Book Library, 900 N St., Sacramento, CA 95814 (916-654-0640), is responsible for maintaining this information.

Indicate the disability preventing you from reading standard printed material. See definitions under eligibility criteria on pages 8 and 9.

☐ **Blindness** ☐ **Deaf/Blindness** ☐ **Visual Disability**

☐ **Physical Disability** ☐ **Organic Reading Disability***
(e.g. dyslexia)
***Federal law requires medical doctor's signature**

TO BE COMPLETED BY CERTIFYING AUTHORITY

I certify that the applicant named is unable to read or use standard printed material for the reason(s) indicated above. (See pages 8 & 9)

(PLEASE PRINT OR TYPE)

Name		**Signature**	
Title			**Date**
Name of Agency or Organization		**Phone Number ( )**	
Street Address	**City**	**State CA**	**Zip Code**

NOTE: This application form may be copied as needed.

BOOK, MAGAZINE, AND NEWSPAPER SERVICES

Check the types of services you want to receive:

- ☐ **Books recorded on digital cartridges (Includes the loan of a special digital player.)**
- ☐ **Books on cassette tapes (Includes the loan of a special cassette player which is required to play our tapes.)**
- ☐ **Magazines recorded on digital cartridges**
- ☐ **Braille books**
- ☐ **Braille magazines**
- ☐ **Downloadable audio and braille books through the Braille and Audio Reading Download service (BARD)**
- ☐ **NFB Newsline service (audio versions of California and national newspapers through a touch-tone telephone)**
- ☐ **Movies and TV shows with descriptive narration**

RETURN OF TALKING BOOK PLAYERS

Talking book players and accessories are supplied to individuals 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 Braille and Talking Book Library. An individual must borrow or download at least one book or magazine per year to maintain the service and retain the use of the player.

IF MY REQUESTED BOOKS ARE NOT AVAILABLE THE LIBRARY MAY SELECT BOOKS FOR ME.

☐ **YES** (CHECK INTEREST CATEGORIES BELOW)

☐ **NO** (PLEASE SEND IN A LIST OF REQUESTED TITLES FROM OUR CATALOGS)

FICTION

ADV	☐	ADVENTURE	ROM	☐	LOVE STORIES
BEF	☐	BEST SELLERS	MYS	☐	MYSTERIES
CLA	☐	CLASSICS	SCF	☐	SCIENCE FICTION
GFI	☐	GENERAL FICTION	WAR	☐	WAR STORIES
GOT	☐	GOTHICS	WES	☐	WESTERNS
HIF	☐	HISTORICAL NOVELS	SST	☐	SHORT STORIES

NON-FICTION

ADVNF	☐	TRUE ADVENTURES	HUM	☐	HUMOR
BIO	☐	BIOGRAPHY	POE	☐	POETRY
CON	☐	CURRENT EVENTS	SCI	☐	SCIENCE
BEN	☐	BEST SELLERS	SPO	☐	SPORTS
HST	☐	HISTORY	TRA	☐	TRAVEL
HUS	☐	U. S. HISTORY	WNF	☐	WAR
HUSW	☐	HISTORY OF THE AMERICAN WEST		☐	RELIGION
CAH	☐	CALIFORNIA HISTORY			SPECIFY_____
CKH	☐	COOKING			

OTHER SUBJECTS:_____

LANGUAGES: ☐ ENGLISH ☐ SPANISH ☐ GERMAN ☐ FRENCH

☐ ITALIAN ☐ OTHER _____

<u>DO NOT</u> select the following for me: (check as many as apply)

- ☐ **Books containing <u>any</u> descriptions of violence**
- ☐ **Books containing <u>any</u> explicit descriptions of sex**
- ☐ **Books containing <u>any</u> strong language**
- ☐ **Long books**
- ☐ **Adult reading level books**
- ☐ **Young adult books**
- ☐ **Juvenile books**

Please indicate reading grade level (if appropriate): _____

Accessories for digital or cassette players:

- ☐ **Headphones**
- ☐ **Pillow speaker (issued solely to readers confined to bed)**
- ☐ **Breath switch**
- ☐ **Amplifier (issued solely for use by readers with profound hearing loss; ask for a separate application)**

Accessories for use with cassette player only:

- ☐ **Extension levers**
- ☐ **Remote control unit (issued for readers confined to bed or who have difficulty with mobility; ask for separate application)**

APPLICANT AGREEMENT

As part of the library service, it is the responsibility of the library user to:

1. **Return books within the prescribed five week loan period.**

2. **Return talking book players to the Braille and Talking Book Library (BTBL) when needing repair or recalled by the Library.**

3. **Take reasonable care of books and players.**

4. **Return books and players to a mailbox, the post office, or directly to BTBL.**

5. **Not loan books or players to other individuals or institutions.**

6. **Notify BTBL of address or phone number changes or players needing repair.**

7. **Abide by the published policies and procedures for BTBL service.**

I understand that to retain the use of the player provided, I must borrow or download at least one book or magazine a year from BTBL.

I understand that failure to return books in a timely manner may result in suspension and/or cancellation of service.

I understand the above responsibilities and agree to abide by the published policies and procedures of BTBL.

Signature of Applicant

Eligibility of Blind and other Physically Disabled Persons for Loan 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 disabled 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 standard printed material.

(b) Persons certified by competent authority as unable to read or unable to use standard 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 printed material in a normal manner.

B. In cases of blindness, visual disability or physical limitations, "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.

C. In the case of reading disability from organic dysfunction, competent authority is defined as doctors of medicine or doctors of osteopathy who may consult with colleagues in associated disciplines.

D. 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.

LENDING OF MATERIALS AND CLASSES OF BORROWERS

A. Veterans. In the lending of books, recordings, reproducers, musical scores, instructional texts, and other specialized materials, preference shall be given at all times to the needs of the blind and physically disabled persons who have been honorably discharged from the Armed Forces of the United States.

B. Institutions. The reading materials and sound reproducers for the use of blind and physically disabled persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals and to schools for the blind and physically disabled for the use of such persons only. The reading materials and sound reproducers 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 materials and equipment.

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