

Washington, DC 20542

202-707-5100

www.loc.gov/nls

Application for Free Library Service: Institutions

Institutions serving individuals of any age who have permanent or temporary visual, physical or reading disabilities that prevent them from using regular print materials 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.

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 or call 888-NLS-READ (888-657-7323).

Use of Government Property: NLS program equipment, materials, and products, both online and physical, are federal property. Users shall acknowledge the purpose for which these items were intended and accept responsibility for accessing these items. All materials and equipment (including digital talking book cartridges, hard copy braille, players, and accessories) must be returned when no longer needed.

Personal Information: 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.

Institutional Acknowledgment for NLS Services and Devices, Required for Institutions Serving Users who are Minors (Under 18 Years Old)

As an institution that serves users who are minors, we acknowledge that such users will receive NLS services and equipment and that the institution will have access to the entire NLS catalog of reading material on their behalf. We acknowledge that we will be responsible for receiving any necessary parental or guardian consent. All materials and equipment (including digital talking book cartridges, hard-copy braille, players, and accessories) must be returned when no longer needed. (For more information about demonstration accounts, please skip to **Demonstration Account** section below.)

Date _____

Name of Institution _____

Full Name of Legally Authorized Representative _____

Title of Legally Authorized Representative _____

Email Address of Legally Authorized Representative _____

Phone Number of Legally Authorized Representative _____

I have the authority to enter into binding agreements on behalf of my institution and, by signing below, I acknowledge the preceding on behalf of my institution.

Signature of Legally Authorized Representative _____

Additional Information

Name of Institution _____

Street Address _____

City _____ County _____ State _____ ZIP _____

Name of Primary Point of Contact: _____

Job Title/Position of Primary Point of Contact: _____

Telephone _____

Name _____

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/College/Universities with students with disabilities, such as reading disabilities

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/how-to-enroll/apply-for-nls-services 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, a reading disability, or a physical disability. I further certify 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 _____

(A typed or handwritten signature is acceptable.)

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

Digital Talking-Book Machines

Books on digital cartridge

Books on digital cartridge

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:

Veterans Affairs/Defense Health Agency

Other Health Care Professional

School

Vocational Rehabilitation Center

Friend/Family

Public Library

Consumer/Support Group

Event/Expo

TV Ad

Radio Ad

Other Ad (specify below)

Internet/Social Media (specify below)

Other (specify below)

Where to Send

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