



**Application for Free Library Service - Institution**  
**Ohio Library for the Blind and Physically Disabled**  
**State Library of Ohio Talking Book Program**



Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Number of Eligible Users: \_\_\_\_\_

The information provided on this application is confidential and will not be released except as provided for in Section 149.43 Ohio Revised Code, The Public Records Act.

Institutions such as schools, residential care facilities, hospitals, and other establishments regularly attended by blind and/or print disabled individuals may borrow special format reading materials and playback equipment solely for the use of persons certified as eligible, who must be the direct and only recipients of the materials and equipment issued.

**Certification of Eligibility - Must be completed by all institutions applying for service**

Eligible users must be residents of the United States or American citizens living abroad, and unable to read or use regular printed materials for one or more of the following reasons:

- Blindness.** Corrected visual acuity of 20/200 or less in the better eye, or a visual field of 20 degrees or less.
- Visual disability.** The inability to read standard print with correction such as eyeglasses or lenses, and regardless of optical measurement.
- Physical disability.** Physical limitations that make it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book.
- Reading disability.** A perceptual or reading disability of sufficient severity.
- Deaf-blindness.**

**To be completed by the administrator of the institution.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that the institution named serves people who are unable to read or use regular printed materials because of an eligible print disability. I further certify that reading materials and equipment borrowed will be used by such persons only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Veterans of the U.S. Armed Forces.** By law, preference in lending reading materials and equipment is given to honorably discharged veterans of the United States military.

### **Library Services Requested**

Library materials and equipment are delivered and returned through the mail free of charge. Please select the services that you would like to receive from any of the following options.

**Talking books sent by the Library and a player to read them**

**Braille books**

**Braille and Audio Reading Download (BARD).** Downloadable audio and braille materials. Requires a computer with internet access and a USB flash drive (not provided), along with a talking book player (provided by the Library).

**BARD Mobile.** Delivers audio and braille materials to your personal mobile smart device (not provided) using Android, Apple, and Amazon Kindle Fire.

### **Optional Player Accessories and Specialized Equipment**

Specialized equipment is available upon request to patrons who use a breath switch or for those readers who are hard of hearing.

**Headphones for private listening**

### **Additional Library Services**

**Access my online patron record.** E-mail me a user name and password to search for books, place reserves, make service requests, check on books that are charged out or have had in the past, and to update reading interests and contact information.

**Magazines**

**OLBPD 'Dimensions' newsletter.** Sent quarterly to all patrons in large print. Please check this box if you wish to receive it in one of the following alternate formats:

Audio

Braille

Electronic format sent to e-mail

### **Reading Preferences. Select one:**

**I wish to have books sent regularly.** Books will be replaced as they are returned to the Library. The Library will send books based on your reading interests and from your requests. Requests and reading interests can be updated by contacting the Library.

**I wish to receive only books that I request.** You will need to contact the library and make requests. You may use our bimonthly catalog of new books or online catalog to enter requests. No books will be sent unless there are requests on file.

**I wish only to download my reading materials.** No reading materials will be mailed unless you request them. Instead, you will download all of your reading materials using BARD rather than having items mailed to you.

## Reading Interests

**Please Note:** If you chose to have books selected for you, then the library needs information about your reading interests. Please check the types of books or subjects you prefer. You may also write your reading interests in the spaces provided below.

I am willing to accept books that contain: (Check all that apply)

Sex:  Yes       No  
Strong Language:  Yes       No  
Violence:  Yes       No

**Note:** Bestsellers often contain descriptions of sex, strong language, and violence.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Adventure                | <input type="checkbox"/> Ethnic Interest            | <input type="checkbox"/> Philosophy               |
| <input type="checkbox"/> Aging and retirement     | Specify: _____                                      | <input type="checkbox"/> Poetry                   |
| <input type="checkbox"/> Animals and wildlife     | <input type="checkbox"/> Fantasy                    | <input type="checkbox"/> Politics and government  |
| <input type="checkbox"/> Autobiographies          | <input type="checkbox"/> Folklore                   | <input type="checkbox"/> Psychology and self-help |
| <input type="checkbox"/> Bestsellers fiction      | <input type="checkbox"/> Health and medicine        | <input type="checkbox"/> Religion                 |
| <input type="checkbox"/> Bestsellers non-fiction  | <input type="checkbox"/> Historical novels - U.S.   | Specify: _____                                    |
| <input type="checkbox"/> Bible and bible stories  | <input type="checkbox"/> Historical novels - World  | <input type="checkbox"/> Religious fiction        |
| <input type="checkbox"/> Biographies              | <input type="checkbox"/> History - U.S.             | <input type="checkbox"/> Romance                  |
| <input type="checkbox"/> Biographies - Presidents | <input type="checkbox"/> History - World            | <input type="checkbox"/> Romance - Gothic         |
| <input type="checkbox"/> Biographies - Actors     | <input type="checkbox"/> Horror                     | <input type="checkbox"/> Science                  |
| <input type="checkbox"/> Books made into movies   | <input type="checkbox"/> Humor                      | <input type="checkbox"/> Science fiction          |
| <input type="checkbox"/> Business and economics   | <input type="checkbox"/> Inspirational              | <input type="checkbox"/> Sea stories              |
| <input type="checkbox"/> Children and young adult | <input type="checkbox"/> Light/wholesome stories    | <input type="checkbox"/> Short stories            |
| Grade: _____                                      | <input type="checkbox"/> Literature                 | <input type="checkbox"/> Sports                   |
| <input type="checkbox"/> Classics                 | <input type="checkbox"/> Music appreciation         | <input type="checkbox"/> Spy and espionage        |
| <input type="checkbox"/> Computers                | <input type="checkbox"/> Mysteries                  | <input type="checkbox"/> Supernatural and occult  |
| <input type="checkbox"/> Cookbooks                | <input type="checkbox"/> Mysteries - light and cozy | <input type="checkbox"/> Suspense                 |
| <input type="checkbox"/> Cooking and home         | <input type="checkbox"/> Native American interest   | <input type="checkbox"/> Thrillers                |
| <input type="checkbox"/> Crafts and hobbies       | <input type="checkbox"/> Nature                     | <input type="checkbox"/> Travel and geography     |
| <input type="checkbox"/> Current events           | <input type="checkbox"/> Ohio interest              | <input type="checkbox"/> War                      |
| <input type="checkbox"/> Disability               | <input type="checkbox"/> Personal finance           | <input type="checkbox"/> Westerns                 |

Other reading interests: \_\_\_\_\_

Favorite authors: \_\_\_\_\_

If you wish to receive books in other languages, please specify: \_\_\_\_\_

## **Schools with Eligible Students**

For eligible students who will be using reading materials and equipment assigned to private or public schools serving a general student body, the school will need to submit a separate "Documentation of Registered Individual Students" form at the beginning of each school year. Each eligible student will also need to submit a separate "Certification of Eligibility" form if the student is not registered for individual service or has not been previously certified of eligibility. Eligible students should be encouraged to register for individual service. Copies of these forms are available for download on the library web site or in print upon request.

### **Lending Agreement**

**It is the responsibility of the institution to:**

- 1. Return all library materials and equipment if they are no longer being used.**
- 2. Notify the library of any name, address, or telephone changes.**
- 3. Keep track of all library materials and equipment assigned to the institution.**
- 4. Ensure that the reading materials and equipment borrowed is used solely by eligible persons.**
- 5. Ensure that preference to reading materials and equipment is given at all times to veterans who have been honorably discharged from the U.S. Armed Forces.**

**By submitting this application, the applicant understands the policies as described.**

**For questions or to return completed application:**

**Ohio Library for the Blind  
and Physically Disabled  
17121 Lake Shore Boulevard  
Cleveland, Ohio 44110**

**Phone: 216-623-2911**

**In-State Toll Free: 1-800-362-1262**

**By E-mail: [olbpd@cpl.org](mailto:olbpd@cpl.org)**

**By Fax: 1-216-623-7036**

**OR**

**State Library of Ohio  
Talking Book Program  
274 E. First Avenue  
Columbus, Ohio 43201**

**Phone: 614-644-6895**

**In-State Toll Free: 1-800-686-1531**

**By E-mail: [tbooks@library.ohio.gov](mailto:tbooks@library.ohio.gov)**

**By Fax: 1-614-995-2186**

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**Equipment assigned (To be completed by Agency):**

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