



APPLICATION FOR FREE LIBRARY SERVICE: INSTITUTIONS

Institutions--such as assisted living communities, 55 and over communities, hospitals, public libraries, schools for students who are blind or have a visual impairment, public and private schools, and college or university disability centers--may borrow equipment and reading materials for use by eligible readers to use individually or in a group setting.

Each institution applying for services must designate a staff member who will be responsible for keeping a record of the serial numbers of all machines assigned to the institution. The responsible party must also oversee the use of all materials loaned to the institution and is responsible for returning materials in a timely manner.

If residents or students choose to apply using the Individual Application, they are responsible for the equipment they borrow, not the institution.

In the lending of 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.

Eligibility

People who are blind, visually impaired, or physically disabled may be eligible to receive library materials, if they meet the following criteria:

- A. The following persons are eligible for loan service:
 - a. 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.

- b. Other physically disabled persons as follows:
- i. Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed material.
 - ii. Persons certified by competent authority as unable to read or unable to use regular printed material as a result of physical limitations
 - iii. Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading regular printed material in a normal manner.

B. The administrator of the institution may serve as the certifying authority.

C. 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.

D. Eligible readers must be residents of the United States, including its territories, insular possessions, and the District of Columbia, or American citizens living abroad.

Please print or type.

Name of institution _____

Street address _____

City _____ County _____ State _____ ZIP _____

Telephone _____ Email address _____

Notice: Records relating to recipients of Library of Congress reading material are confidential except for those portions defined by local law as public information. To find out how information provided on this form may be released to other individuals, institutions, or agencies, please ask the local library to which you are submitting this application.

Certification of Eligibility

To be completed by certifying authority (see Sections B and C, page 2, for definitions).

I hereby certify that the institution named serves people who are unable to read or use regular printed materials because of blindness, visual impairment, or physical disabilities. I further certify that reading materials and equipment borrowed will be used by such persons only.

Name of administrator _____

Title _____

Street address _____

City _____ State _____ ZIP _____

Telephone _____

Signature of administrator _____

Staff member who will be responsible for this service (person to be contacted by the library):

Name _____

Title _____

Telephone _____

Email address _____

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

Audio book customers_____

Braille customers_____

Note:

- A customer can receive both audio books and Braille books.
- Institutions will receive one (1) audio book player for every four (4) eligible patrons at the institution.

Books, materials, and equipment accessories

How many books would you like to receive at one time?

Audio books _____

Braille books _____

How often would you like to receive books?

Weekly

Monthly

Our institution wishes to have books selected for us in the categories checked below:

Bestseller

Biography

History

Mystery

Western

Religious Inspiration

Romance

Other preferences:

Do not select books for us. Send only the specific titles that we request.

Please check the box provided for any of the following items and/or services that you wish to receive.

Headphones

Remote controls

BARD (Braille and Audio Reading Download)

Institutions may have access to the BARD, a web-based service that provides access to thousands of downloadable books, magazines, and music scores from NLS.

Please return this application by mail, fax, or email to:

**Maryland State Library for the Blind and Physically Handicapped
415 Park Ave.
Baltimore, MD 21201**

Email: reference.desk@maryland.gov

Fax: 410-333-2095