

**Application for Free Library Service:  
PINES/GLASS Partnership**



Georgia Libraries  
for Accessible  
Statewide Services

Georgia Libraries  
for Accessible Statewide Services  
One Margaret Mitchell Square  
4th Floor  
Atlanta, GA 30303

(800) 248-6701 / (404) 657-1452  
[www.georgialibraries.org/glass](http://www.georgialibraries.org/glass)  
[glass@georgialibraries.org](mailto:glass@georgialibraries.org)

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**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 the extent to which the information provided on this application form may be released to other individuals, institutions, or agencies, consult GLASS.

**Please print or type:**

Name of institution \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Telephone (Daytime) \_\_\_\_\_

E-mail address \_\_\_\_\_

**Return of Equipment**

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Playback equipment and special accessories are supplied to eligible institutions 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 GLASS Distribution Center.

## To Be Completed by Certifying Authority

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

### Please print or type:

Name of administrator \_\_\_\_\_

Street address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Signature of administrator \_\_\_\_\_

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

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

## Lending of Materials to Institutions

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Institutions such as schools, residential care facilities, hospitals, and other establishments regularly attended by blind and/or physically handicapped 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 provided by GLASS.