

**Application for Free Library
Service: Institutions**

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



Georgia Libraries
for Accessible
Statewide Services

800-248-6701 / 404-657-1452
www.georgialibraries.org/glass
glass@georgialibraries.org

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 _____

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

Braille readers _____ Talking book readers _____

Note: Individuals who qualify for services are encouraged to complete the Application for Individuals. Individuals can receive accounts tailored to their reading preferences, free Bookshare accounts as adults and other services.

Books, Magazines, Materials and Equipment Accessories

Please indicate the number of individuals who will need each service or accessory. (Contact GLASS for a full description of materials.)

Books and magazines

___ Books recorded on digital cartridge with digital player

___ Magazines recorded on digital cartridge

___ Braille and Audio Reading Download (BARD) service for personal computers and mobile devices (users supply equipment; requires a separate registration)

___ Braille books

___ Braille magazines

Accessories for digital talking book machine

___ High volume player and headphones (Solely for use by readers with profound hearing loss; ask for separate application)

___ Headphones

___ Pillow speaker (solely for readers confined to bed)

Return of Equipment

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 GLASS.

Eligibility of blind and other disabled persons for loan of library materials

The following people are eligible for service:

- A. Residents of the United States, including territories, insular possessions, the District of Columbia, and American citizens living abroad.
 - 1. Those people 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. Those with physical disabilities are eligible as follows:
 - (a) Persons whose visual impairment, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed material.
 - (b) Persons certified by competent authority as unable to read or unable to use regular printed material because of physical limitations.
 - (c) Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent reading regular printed material in a conventional manner.

Certifying authority:

Nursing homes, hospitals, schools for the blind, public and private schools and college university disability centers may borrow equipment and reading materials for use by eligible patrons in either a group setting or for individual use. The administrator acts as the certifying authority for the institution.

To be completed by certifying authority (Institution Administrator):

I hereby certify that the institution named serves patrons who are eligible for the loan of library materials through this service. I further certify that reading materials and equipment borrowed will be used by such persons only.

Please print or type:

Name _____ Telephone _____

Street address _____

City _____ State _____ ZIP _____

Signature of administrator _____

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

Name _____ Title _____



Questions?

Phone: 404-657-1452 or 1-800-248-6701

Fax: 404-657-1459

E-mail: glass@georgialibraries.org

Georgia Libraries for Accessible Statewide Services (GLASS) is a cooperating library of the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS)

The GLASS network is a division of Georgia Public Library Service (GPLS) and a unit of the Board of Regents of the University System of Georgia.



A unit of the University System of Georgia

FREE MATTER
FOR THE BLIND

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