

## **Application for Free Library Service: Institutions**

Georgia Libraries  
for Accessible Statewide Services  
55 Park Place NE  
Suite 300  
Atlanta, GA 30303



Georgia Libraries  
for Accessible  
Statewide Services

800-248-6701

[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

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 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

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

Magazines recorded on digital cartridge

Braille books

Braille magazines

### **Accessories for digital talking book machine**

High volume player and headphones (Solely for use by readers with profound hearing loss. A separate application will be required)

Headphones

Pillow speaker (solely for readers confined to bed)

Remote control unit (issued for readers confined to bed or who have difficulty with mobility. A separate application will be required)

### **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.

**To Be Completed by Certifying Authority (see following page for definitions)**

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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

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**Eligible applicants**

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 institution is responsible for keeping a record of the serial numbers of all machines assigned to the institution. Eligible residents, not the institution, are responsible for equipment borrowed directly using individual applications.

Public or private schools and college university centers where students with disabilities are enrolled are encouraged to have each student submit the Application for Individuals but may use this form accompanied by certification of eligibility for each applicant.

For music materials, e.g., scores, instructional recordings, and music magazines, the individual application must be submitted.

## Eligibility for issue of library materials

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1. 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 materials.
      - 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.
2. In cases of blindness, visual disability, or physical limitation, the administrator of the institution may serve as the certifying authority.
  3. 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.
  4. Eligible readers must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.
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## Lending of Materials and Classes of Borrowers

**Veterans** - In the lending of books, recordings, playback equipment, musical scores, instructional texts, and other specialized materials, preference shall be given at all times to the needs of qualified persons who have been honorably discharged from the armed forces of the United States.

**Institutions** - Institutions such as schools, residential care facilities, hospitals, and other establishments regularly attended by individuals who are unable to read standard print due to a disability 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 NLS.