



## Institutional Application for Free Talking Book & Braille Library Service

**Kentucky Talking Book Library  
PO Box 537  
Frankfort, KY 40602-0537**

**KY Toll-Free 1-800-372-2968  
Fax (502) 564-5773**

**Local (502) 564-) 791  
E-mail: [ktbl.mail@ky.gov](mailto:ktbl.mail@ky.gov)**

Please Print. Information given on this application is confidential and is not for public release.

Institution name \_\_\_\_\_

Attn: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street address or PO Box

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No \_\_\_\_\_ Area Code \_\_\_\_\_ General Email \_\_\_\_\_

### Staff person who will be responsible for all library materials

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Number of persons at the facility who qualify to use Talking Book Library service due to visual or physical disabilities which prevent them from reading standard print:

Talking Book users \_\_\_\_\_ Braille users \_\_\_\_\_

## **Playback Equipment & Accessories**

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 Kentucky Talking Book Library.

**Digital Talking Book player**

**Pillow Speaker** (bedfast only)

**Braille books**

**Solar battery charger** (no access to electricity)

**Headphones** (for patrons with hearing loss or in group settings)

**Amplifier** (for profound hearing loss only; separate application required)

## **Certification**

I certify that the institution named on this application serves people who are unable to read or use standard printed material because of blindness, visual disability or physical disability which prevents them from holding a book or turning the pages. I further certify that the reading materials and equipment borrowed from the Kentucky Talking Book Library will be used by such eligible persons only.

**Name of Administrator** \_\_\_\_\_

**Title/Occupation** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Eligibility**

A. The following persons are eligible for Talking Book Library service:

1. 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.

2. Other physically disabled persons as follows:

(a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.

(b) Persons certified by competent authority as unable to use standard printed material as a result of physical limitations.

(c) Persons certified by doctor of medicine or doctor of osteopathy as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading standard printed material in a normal manner.

B. The administrator of the institution can serve as the certifying authority for cases of blindness, visual disability, or physical disability.

C. Public and private schools must submit an individual application for each student who will use Talking Book materials.

## Reading Preferences

I object to books with:

Explicit Sex

Violence

Rough Language

Long Books

I wish to receive books in the following languages: \_\_\_\_\_

Check Preferred Reading Level:

Adult

Young Adult

Juvenile

Preschool

For students, please indicate reading comprehension level by grade: \_\_\_\_\_

My librarian may make selections from the categories below if I run out of my own requests.

Yes

No

## Reading Interests

Adventure

Animals

Best Sellers-Fiction

Best Sellers-Non-Fiction

Biography

Business/Economics

Christian Fiction

Cooking

Disabilities

Family Stories

Fantasy

Film Biography/History

Fine Arts

Gardening

Govt., Law, & Politics

Health

Historical Fiction

History—U.S.

History—World

Hobbies & Crafts

Horror

Humor

Kentucky Fiction

Kentucky Non-Fiction

Literature—Classic

Literature—Modern

Music Biography/History

Mysteries

Nature

Occult & Supernatural

Poetry

Psychology/Self-Help

Religion

Romance—Period

Romance—Modern

Science

Science Fiction

Short Stories

Suspense/Thrillers

Sports

True Crime

Travel

War—Fiction

War—History

Westerns

Interests or Favorite Authors \_\_\_\_\_

I would like information on audio magazines and/or NFB Newsline®: \_\_\_\_\_

I would prefer catalogs and newsletters in:

Large Print

Braille

Audio

E-mail

## Institutional Borrower's Agreement

As an institution providing Talking Book Library service to your residents/clients/students, you will have certain responsibilities. Please read the following, then sign and date it to indicate you are aware of our policies. (Please keep in mind that "books" refers to Braille or Talking Books.)

- I understand that I will be responsible for keeping track of reading materials that are checked out to my institution, regardless of which individuals are using them. (Heavy users are encouraged to apply for an individual account in his/her name.)
- I understand that books are on loan for 30 days, and must be returned to the Kentucky Talking Book Library within that time.
- I understand that I am responsible for keeping a record of the serial numbers of all machines and accessories on loan to my institution.
- I understand that all equipment is the property of the Library of Congress. I must take reasonable care of it, and I must return it to the Kentucky Talking Book Library if I am no longer actively using the Talking Book program.
- I understand that I must recover all Talking Book Library reading materials and equipment before a resident/client/student leaves my institution, or upon their death.
- I understand that I must not lend or give Talking Book equipment or reading materials to any person who does not meet eligibility requirements, and that materials are not transferrable from one individual account to another.
- I understand that my institution and its staff are responsible for maintaining Talking Book Library materials, despite staff turnover or other changes.
- I understand that I must notify the Kentucky Talking Book Library anytime my institution's name, mailing address, or telephone number changes.

---

Administrator's signature

date

---

Signature of staff member responsible for materials

date

---

**Free matter for the Blind  
and Physically Handicapped  
DMM 703.5**

**Kentucky Department for Libraries & Archives  
Kentucky Talking Book Library  
PO Box 537  
Frankfort KY 40602**

