



# Kentucky Talking Book Library

PO Box 537  
Frankfort KY 40602

800-372-2968  
502-564-5791  
[KTBL.mail@ky.gov](mailto:KTBL.mail@ky.gov)

## Who is eligible?

- Anyone who cannot see well enough to read standard print
- Anyone who cannot hold a book and turn the pages
- Some individuals with reading disabilities

## What is available?

- A wide variety of audio and braille books for all ages and interests provided by the National Library Service for the Blind and Print Disabled (NLS)
- Kentucky Books recorded in our own studios
- NLS Music Service for music instruction and accessible music scores
- NFB Newsline® for state and national newspapers and periodicals

## How does it work?

- **Receive talking books and magazines through the mail**
  - Borrow our easy-to-use talking book player
  - Talking books arrive on a digital cartridge in a plastic mailing container
  - Books are mailed and returned postage free using the US Postal Service
  - Circulation is tailored to your reading habits and preferences
- **Download braille and talking books/magazines from the Internet**
  - Download books from the BARD website using your computer
  - Read them on our talking book player or your own authorized device
  - Free BARD Express software for PCs makes downloading easy
  - Available 24/7 with no due dates
- **Use the BARD Mobile app for braille and talking books**
  - Use your own smartphone, tablet, Kindle Fire, or refreshable braille device
  - Available for iOS and Android platforms
  - Find, download, and read books anywhere
  - Available 24/7 with no due dates
- **Receive braille books by mail**
  - Most are grade 2 contracted braille; some grade 1 uncontracted braille
  - Choose children's picture books in print/braille format
  - Books are mailed postage free using the US Postal Service

## How do I apply?

### 1. Fill out the attached application completely.

- a. Please include the name and contact information for an alternate contact person. This is a family member or close friend we can contact in the event we cannot reach you.
- b. You must have it signed by competent authority to verify you are eligible. Include the title and/or occupation of the signer. We cannot process applications that have not been properly certified.
- c. Indicate what equipment and materials you wish to borrow from our library.
- d. Complete information about your reading preferences and interests.

### 2. Send the application to us.

- a. Mail: KTBL, PO Box 537, Frankfort KY 40602. You may fold and tape the application so our address shows. There is no postage necessary.
- b. Scan and email to: [KTBL.Mail@ky.gov](mailto:KTBL.Mail@ky.gov)
- c. Fax to: 502-564-5773.

### 3. Watch for a letter or email from us.

- a. We will send you a letter or email asking you to call KTBL.
- b. During the call, your librarian will explain to you how the service works, will discuss what types of books you like, and determine how many books to send and how often.
- c. If we do not hear from you, we will email or send a letter to your alternate contact person.
- d. If we still do not hear from you or your alternate contact person, we will make an attempt to call you or leave a voice mail message.
- e. If we do not hear from you after these attempts, we will assume you are not interested and your application will be destroyed to protect your privacy.

### 4. Your service will begin after we have spoken to you or someone on your behalf. You should receive equipment and mailed books within a week or so.

### 5. If you wish to download books, your librarian will email you a link to the Braille and Audio Reading Download website (BARD), where you must fill out a short, online application. You will receive an email with login information and instructions for using BARD and/or BARD Mobile.



The Kentucky Talking Book Library is part of a nationwide network of libraries administered by the National Library Service for the Blind and Print Disabled, Library of Congress.

# Application for Kentucky Talking Book Library Service

Please print and fill out completely. Information is confidential and will not be shared.

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**Name** (include first, middle, and last name)

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**C/O, name of residential facility, apt #, room #, etc.** (If applicable)

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**Street Address or PO Box**

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**City**

**County**

**State**

**Zip code**

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**Phone number**

**Email address**

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**Sex**

**Birth Date**

**Are you a Veteran?**

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**Name of spouse (if applicable) or parent (if under 18 years of age)**

**Please list a relative or close friend to contact in the event we cannot reach you. They should have a different address from yours.**

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**Name**

**Relationship to you**

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**Address**

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**City**

**State**

**Zip Code**

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**Phone number**

**Email address**

**How did you learn about the Kentucky Talking Book Library?**

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## **Eligibility and Certifying Authority**

Check the **primary disability** preventing the applicant from reading standard print.

**For blindness, visual disability, or physical disability**, “competent authority” includes doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g. social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.

\_\_\_\_\_ **Blindness**—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 of no greater than 20 degrees.

\_\_\_\_\_ **Visual Disability**—Vision, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed material.

\_\_\_\_\_ **Physical Disability**—Unable to read or use regular printed material because of physical limitations.

\_\_\_\_\_ **Deaf/Blind**—Meets the above definition of blindness, plus hearing loss is so profound the person cannot use audio books and will use braille books only.

**For Reading Disabilities**, “competent authority” is defined as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.

\_\_\_\_\_ **Reading Disability**—Has a reading disability resulting from organic dysfunction and of sufficient severity to prevent reading regular printed material in a conventional manner.

### **To be completed by Certifying Authority**

I certify that the named applicant requesting library service is unable to read or use regular printed material for the reason indicated above.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Name** (please print or type)

**Title**

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**Address**

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**Telephone number**

**Email address**

## Playback equipment and Accessories

Special playback equipment and accessories are the property of the National Library Service for the Blind and Print Disabled and are supplied to users on extended loan. These materials must be returned to the Kentucky Talking Book Library if not being used in conjunction with Talking Book Library materials.

\_\_\_\_\_ **I would like to receive braille books by mail**

\_\_\_\_\_ **I will use my own device to download from BARD**

\_\_\_\_\_ **NLS Digital Talking Book Player**

\_\_\_\_\_ **Headphones** for users with hearing difficulties or those living in a group facility

\_\_\_\_\_ **Remote Control** for users with physical disabilities (separate application)

\_\_\_\_\_ **Pillow Speaker** for users confined to bed

\_\_\_\_\_ **High Volume player** for profound hearing loss (separate application required)

## Optional materials

\_\_\_\_\_ I would like information on downloading books from **BARD**

\_\_\_\_\_ I would like information on NLS audio or braille **magazines**

\_\_\_\_\_ I would like information on accessible **music scores and music instruction**

\_\_\_\_\_ I would like information on sources of accessible **newspapers**

I would prefer Talking Book **newsletters** in the following format:

\_\_\_\_\_ **Large Print**      \_\_\_\_\_ **Braille**      \_\_\_\_\_ **Audio**      \_\_\_\_\_ **Email**

I wish to select my own books and prefer to receive **catalogs** in the following format:

\_\_\_\_\_ **Large Print**      \_\_\_\_\_ **Braille**      \_\_\_\_\_ **Audio**      \_\_\_\_\_ **Online**

## Reading Preferences

Check preferred reading level: \_\_\_\_\_Adult \_\_\_\_\_Young Adult \_\_\_\_\_Juvenile

If the applicant is a Juvenile, indicate grade level:

\_\_\_\_\_Pre-2 \_\_\_\_\_K-3 \_\_\_\_\_2-4 \_\_\_\_\_3-6 \_\_\_\_\_4-7 \_\_\_\_\_5-8 \_\_\_\_\_6-9

I prefer not to receive books containing the following content. Note: Unrated books may or may not contain sex, violence or strong language.

\_\_\_\_\_Sex \_\_\_\_\_Violence \_\_\_\_\_Strong Language \_\_\_\_\_Unrated Books

\_\_\_\_\_ I prefer **Request Only service**—Do not select books for me; I wish to receive only the specific books I request.

\_\_\_\_\_ I prefer **Autoselect service**—My librarian may select books for me from the categories checked below if I run out of my own requests.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Adventure             | <input type="checkbox"/> Gov & Politics       | <input type="checkbox"/> Poetry            |
| <input type="checkbox"/> Animals               | <input type="checkbox"/> Health               | <input type="checkbox"/> Philosophy        |
| <input type="checkbox"/> Fiction Best Sellers  | <input type="checkbox"/> Historical Fiction   | <input type="checkbox"/> Psych/Self-Help   |
| <input type="checkbox"/> Non-Fict Best Sellers | <input type="checkbox"/> US History           | <input type="checkbox"/> Religion          |
| <input type="checkbox"/> Biography             | <input type="checkbox"/> World History        | <input type="checkbox"/> Romance           |
| <input type="checkbox"/> Black History/Fiction | <input type="checkbox"/> Hobbies & Crafts     | <input type="checkbox"/> Romantic Suspense |
| <input type="checkbox"/> Business              | <input type="checkbox"/> Horror               | <input type="checkbox"/> Science           |
| <input type="checkbox"/> Christian Fiction     | <input type="checkbox"/> Humor                | <input type="checkbox"/> Science Fiction   |
| <input type="checkbox"/> Computers             | <input type="checkbox"/> Kentucky Fiction     | <input type="checkbox"/> Social Science    |
| <input type="checkbox"/> Cooking               | <input type="checkbox"/> Kentucky Non-fiction | <input type="checkbox"/> Sports            |
| <input type="checkbox"/> Disabilities          | <input type="checkbox"/> Classic Literature   | <input type="checkbox"/> True Crime        |
| <input type="checkbox"/> Family Stories        | <input type="checkbox"/> LGBTQ Fict/Non-fict  | <input type="checkbox"/> Travel/Geography  |
| <input type="checkbox"/> Fantasy               | <input type="checkbox"/> Literary Fiction     | <input type="checkbox"/> War Fiction       |
| <input type="checkbox"/> Film, TV, Radio       | <input type="checkbox"/> Music Bio/History    | <input type="checkbox"/> War Non-Fiction   |
| <input type="checkbox"/> Fine Arts             | <input type="checkbox"/> Mystery/Gentle       | <input type="checkbox"/> Westerns          |
| <input type="checkbox"/> Folklore              | <input type="checkbox"/> Mystery/Thrillers    |  |
| <input type="checkbox"/> Gardening             | <input type="checkbox"/> Occult Non-Fiction   |  |

## **Favorite Authors or Interests**

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## **Borrower Responsibilities**

**As a patron of the Kentucky Talking Book Library, you will have certain responsibilities. Note: “books” refers to braille and Talking Books.**

- **Books are on loan for 30 days and must be returned to the Kentucky Talking Book Library within that time.**
- **You must request and return at least 1 book every 6 months in order to remain an active patron.**
- **If downloading books from BARD—You must download at least 1 book every 6 months to keep your BARD account active.**
- **All equipment is the property of the National Library Service for the Blind and Print Disabled, you must take reasonable care of it, and you must return it to the Kentucky Talking Book Library if you are no longer actively using the service.**
- **You must notify the Kentucky Talking Book Library any time your name, address, telephone number, or email changes.**
- **You must not lend or give Talking Book equipment or reading materials to any other person.**



The Kentucky Talking Book Library is part of the Kentucky Department for Libraries and Archives.  
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**Reading is for Everyone!**



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

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