



# Kentucky Talking Book Library Service for Institutions

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
- Institutions that serve qualified individuals

## What is available?

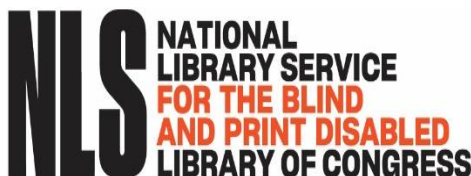
- A wide variety of audio and braille books for all ages and interests provided by the National Library Service for the Blind and Print Disabled (NLS)
- Braille and audio magazines
- Kentucky Books recorded in our own studios

## 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 an individual's reading habits and preferences
- **Download braille and talking books/magazines from the Internet**
  - Download books from the BARD website using a computer
  - Read them on our talking book player or an authorized purchased 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. Include the name and contact information for the staff member who will be responsible for Talking Book materials and equipment at your facility.
  - b. Indicate which type of service you are interested in. KTBL strongly recommends that each user have his/her own individual account so it can be tailored to his/her interests and reading habits.
  - c. The facility's administrator must sign the application to certify all users meet eligibility requirements. Include position title and contact information.
  - d. Complete information about equipment and reading 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, a librarian will explain how the service works, will discuss what types of books to send, and determine how many books to send and how often.
  - c. We will make three attempts to contact you by letter, email, or telephone. If we do not hear from you within 2 months of the first contact attempt, we will assume you are no longer interested and your application will be destroyed.
  
4. **Your service will begin after we have spoken to you.** You should receive equipment and mailed books within a week or so after that.
  
5. **If you wish to download books for your residents, clients, or students,** your librarian will email you a link to the Braille and Audio Reading Download website (BARD), where you must fill out the BARD application for institutions. 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.

# Kentucky Talking Book Library Service Institutional Application

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

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**Name of Institution**

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**C/O** (the staff person primarily responsible for materials)

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**Street Address or PO Box**

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**City**

**County**

**State**

**Zip code**

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**General phone number**

**General email address**

**Please list the staff member who will be responsible for all library materials.**

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**Name**

**Title/position**

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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

Only individuals meeting one of the following conditions are eligible to use Talking Book Library materials

- **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 affecting the ability to hold a book or turn pages.
- **Deaf/Blind**—Meets the above definition of blindness, plus hearing loss is so profound the person may have to use a high-volume player or braille books only.
- **Reading Disability**—A perceptual or reading disability (such as dyslexia) of sufficient severity to prevent reading printed material in a normal manner.

## Type of Account

Please indicate which type of account you wish to apply for.

\_\_\_\_\_ **Demonstration**—My facility will demonstrate Talking Books to eligible users; we will submit individual applications for those interested in service.

\_\_\_\_\_ **Shared**—My facility will be responsible for one account for no more than 4 eligible users sharing one player.

\_\_\_\_\_ **School**—I will be responsible for one account for all eligible students at my school or in my district, and will include individual applications for each student using the service. I will return all materials at the end of each school year.

## To be completed by the Facility Administrator

I certify that the institution named on this application serves people who are unable to read regular printed materials because of blindness, visual disabilities, or physical limitations as described above. I further certify that reading materials and equipment on loan from the Kentucky Talking Book Library will be used by such persons only.

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

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

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**Name** (please print)

**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)

## 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 books for users 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 users are Juveniles, 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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## Institution Responsibilities

As an institution providing Talking Book Library service to your residents, clients, or students, you will have the following responsibilities:

- Books are on loan for 30 days and must be returned to the Kentucky Talking Book Library within that time.
- You will be responsible for keeping track of reading materials that are checked out to your institution, regardless of which individuals are using them
- You must keep a record of the serial numbers of all machines and accessories on loan to your institution.
- All equipment is the property of the Library of Congress. You must take reasonable care of it, and must return it to the Kentucky Talking Book Library if you are no longer actively using the Talking Book program.
- Materials must not leave your institution. You must recover all Talking Book Library reading materials and equipment before a resident/client/student leaves your institution, or upon his/her death.
- Do not lend or give Talking Book equipment or reading materials to any person who does not meet eligibility requirements. Materials are not transferrable from one individual account to another.
- Your institution is responsible for maintaining Talking Book Library materials, despite staff turnover or other changes.
- Notify the Kentucky Talking Book Library anytime your institution's name, the responsible staff member, mailing address, or telephone number changes.



The Kentucky Talking Book Library is part of the Kentucky Department for Libraries and Archives.  
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Institute of Museum and Library Services

# Reading is for Everyone!



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

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