

# Application for Free Library Service INSTITUTIONS

Andrew Heiskell Braille and Talking Book Library  
40 West 20<sup>th</sup> Street, New York, NY 10011-4211  
(212) 206-5400; (212) 206-5425 (24-hour voicemail); (212) 206-5458 (TDD)  
email: ahlbph@nypl.org                      webpage: talkingbooks.nypl.org

Please fill out completely and print clearly.

INSTITUTION NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OF STAFF MEMBER WHO WILL BE RESPONSIBLE FOR THIS SERVICE:

\_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## Number of people who will be served by:

Recorded Books and Magazines: \_\_\_\_\_ Braille Books and Magazines: \_\_\_\_\_

## Interest level (you may check more than one)

Adult                       Teenage                       Child (grade level) \_\_\_\_\_

## Equipment and additional services (you may check more than one)

- Cassette books with playback machine
- Amplifier (special application needed with a signature from an audiologist)
- Extension Levers                       Headphones                       Descriptive Videos
- Magazine Catalog

Playback equipment and special attachments are supplied to eligible persons on extended loan. If this equipment is not being used with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the issuing agency.

**Newsletter format**     large print     cassette     braille     E-mail  
**Catalog format**     large print     cassette     braille

### Language preferences

Do you wish to receive English-language materials?     yes     no

List other languages you wish to receive: \_\_\_\_\_

### Reading preferences (check one)

- Please do not select books for me. Send only titles I request.
- Please select reading materials for me on a regular basis from the categories I've checked below. (I may also select specific titles whenever I wish.)

### Fiction

- |   |  |  |                                   |
|---|--|--|-----------------------------------|
| <input type="checkbox"/> Adventure      | <input type="checkbox"/> Historical        | <input type="checkbox"/> Romance         | <input type="checkbox"/> Westerns |
| <input type="checkbox"/> Animal stories | <input type="checkbox"/> Jewish heritage   | <input type="checkbox"/> Science fiction | <input type="checkbox"/> Other    |
| <input type="checkbox"/> Best sellers   | <input type="checkbox"/> Literary classics | <input type="checkbox"/> Short stories   | _____                             |
| <input type="checkbox"/> Black heritage | <input type="checkbox"/> Mysteries         | <input type="checkbox"/> Sports stories  | _____                             |
| <input type="checkbox"/> Gothics        | <input type="checkbox"/> Occult            | <input type="checkbox"/> War stories     | _____                             |

### Non-Fiction

- |   |  |                                      |   |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> Adventure      | <input type="checkbox"/> Current events  | <input type="checkbox"/> About music | <input type="checkbox"/> Science        |
| <input type="checkbox"/> Animals        | <input type="checkbox"/> Disabilities    | <input type="checkbox"/> Plays       | <input type="checkbox"/> Sports         |
| <input type="checkbox"/> Best sellers   | <input type="checkbox"/> Fine arts       | <input type="checkbox"/> Poetry      | <input type="checkbox"/> True Crime     |
| <input type="checkbox"/> Biography      | <input type="checkbox"/> Health          | <input type="checkbox"/> Psychology  | <input type="checkbox"/> War / Military |
| <input type="checkbox"/> Black heritage | <input type="checkbox"/> History         | <input type="checkbox"/> Religion    | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Business       | <input type="checkbox"/> Humor           | (specify)                            | _____                                   |
| <input type="checkbox"/> Cooking        | <input type="checkbox"/> Jewish heritage | _____                                | _____                                   |

**Please note: The following restrictions are optional (check only if applicable).**

I do not wish to receive books with:     Violence     Sex     Strong language

**By law, preference in lending books and equipment is given to veterans. Check here if honorably discharged from the U.S. Armed Forces.**

Records relating to recipients of library reading materials are confidential, except for those portions defined by local law as public information.

People who, for physical reasons, are unable to use standard print are eligible for this service.

## Certification of Disability

I certify that the institution named serves persons who are unable to read or use standard printed material because of legal blindness, visual disabilities, or physical limitations. I further certify that the reading materials and equipment borrowed will be used by such persons only.

NAME OF INSTITUTION DIRECTOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

In the case of a reading disability resulting from organic dysfunction, certification must be made by a doctor of medicine. If applicable, please indicate below the name of the physician who certified these persons.

PHYSICIAN'S NAME: \_\_\_\_\_

Specific eligibility requirements include one or more of the following criteria, which must be documented by a certifying authority such as a physician, nurse, optometrist, therapist, hospital or nursing home professional, social worker, or librarian.

1. **Blind** persons whose visual acuity 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. **Visually impaired** persons who, with correction and regardless of optical measurement, are unable to read standard print material.
3. **Physically disabled** persons who are unable to hold or handle standard print material. Please specify the disability: \_\_\_\_\_
4. **Reading disability**, resulting from an organic dysfunction and of sufficient severity to prevent the applicant from reading standard print material in a normal manner. Important: This condition must be documented by a doctor of medicine.