

# Application for Free Library Service SCHOOLS

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](mailto:ahlbph@nypl.org) webpage: [talkingbooks.nypl.org](http://talkingbooks.nypl.org)

For Elementary Grades, please mail the completed application to the attention of the Children's Librarian.

For Middle/High School Grades, please mail the completed application to the attention of the Young Adult Librarian.

Please fill out completely and print clearly.

NAME OF SCHOOL: \_\_\_\_\_

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

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

TEACHER'S NAME: \_\_\_\_\_ ROOM #: \_\_\_\_\_

PHONE (SCHOOL): \_\_\_\_\_ \*(OTHER): \_\_\_\_\_

\* If you are not permanently at the school, please provide your home or cell phone number. Thank you.

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

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.



## Services Requested

Each classroom serving eligible students may have a cassette machine. How many classrooms will be served? \_\_\_\_\_

\_\_\_ Cassette playback machine.

\_\_\_ Amplifier (special application needed with a signature from an Audiologist).

\_\_\_ Extension levers (for students unable to press the button controls).

How many more school applications would you like for other teachers? \_\_\_\_\_

## To Be Completed By the School Administrator

I certify that the school named enrolls students who are unable to read or use standard printed material because of blindness, visual impairment, physical disability or reading/learning disability. I further certify that the reading materials and equipment borrowed will be used by these students only and that these individual students have been registered with the Andrew Heiskell Library Braille and Talking Book Library.

Please print clearly or type.

Administrator's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature\* \_\_\_\_\_ Date: \_\_\_\_\_

\*Only an original signature is acceptable.

**Please Note:** Service is available for the September - June school year only unless you inform us that the school has a summer session. A form will be enclosed with the welcome packet to let us know. Thank you.

**The Library of Congress**  
**National Library Service for the Blind & Physically Handicapped**

**U.S. Federal Government regulations governing library service to blind, physically, handicapped, and reading disabled person.**

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- A) The following persons are eligible for loan 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 handicapped 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 reading material.**
    - (b) Persons certified by competent authority as unable to read or unable to use standard print as a result of physical limitations.**
    - (c) Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material normally.**
- B) In cases of blindness, visual disability or physical limitations, “competent authority” is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, counselors, rehabilitation teachers, and superintendents). In absence of any of these, professional librarians or any person whose competence under specific circumstances is acceptable to the Library of Congress may make certification.**
- C) In 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.**
- D) Qualified 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.**
- E) INSTITUTIONS (Schools, BOCES): Public and Private schools and libraries may also use this free library service. Students in schools must be certified as eligible by competent authority, as defined in this document, and must be the direct and only recipients of this service.**