OLBPD

Application for Free Library Service - Institution
Ohio Library for the Blind and Print Disabled
State Library of Ohio Talking Book Program

State Library of Ohio

Institution Name:

Address:

City, State, Zip:

Contact Person: Phone:

Email: Number of Eligible Users:

The information provided on this application is confidential and will not be released except as provided for in Section 149.43 of the Ohio Revised Code, The Public Records Act.

Veteran of the U.S. Armed Forces. By law, preference in lending reading materials and equipment is given to eligible and honorably discharged veterans of the United States military.

Note: Institutions may borrow reading materials and playback equipment solely for the use by individuals certified as eligible, and must be the direct and only recipients of the materials and equipment issued. The institution is responsible for all issued items on loan to them.

Certification of Eligibility - Must be completed for all applicants

Eligible users must be residents of the United States or American citizens living abroad, and unable to read or use standard printed materials:

- ☐ **Blindness.** Corrected visual acuity of 20/200 or less in the better eye, or a visual field of 20 degrees or less.
- ☐ **Visual Disability.** The inability to read standard print with correction such as eyeglasses or lenses, and regardless of optical measurement.
- ☐ **Physical Disability.** Physical limitations that make it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book.
- ☐ **Reading Disability.** A perceptual or reading disability of sufficient severity.
- ☐ **Deafblind.**

To be completed by an administrator of the institution.

Name: Title:

Organization:

Mailing Address:

E-mail: Phone:

☐ I certify that the institution named serves people who unable to read or use standard print materials due to the reasons indicated on this form, and that issued items on loan will be used by such persons only, with preference given to veterans of the U.S. Armed Forces.

Signature: Date:

Parental Acknowledgment for National Library Service (NLS) Services and Devices Required for Applicants Who Are Minors (Under 18 Years Old):

As an institution that serves users who are minors, we acknowledge that such users will receive NLS services and equipment and that the institution will have access to the entire NLS catalog of reading material on their behalf. We acknowledge that we will be responsible for receiving any necessary parental or guardian consent. All materials and equipment must be returned when no longer needed.

Name of Legally Authorized Representative: _____

Title of Legally Authorized Representative: _____

Email: _____ Phone: _____

Signature of Representative: _____ Date: _____

Library Services Requested

Library materials and equipment are delivered and returned through the mail free of charge. Please select the services that you would like to receive from any of the following options.

☐ **Talking books sent by the Library and a player to read them**

☐ **Braille books**

☐ **Braille and Audio Reading Download (BARD).** Downloadable audio and braille materials for use through a mobile app on your smart personal device, such as a phone, speaker, or tablet or on a personal computer from the BARD website.

Optional Player Accessories and Specialized Equipment

Specialized equipment is available upon request to patrons who prefer headphones for private listening, refreshable braille displays, breath switches or for readers who are hard of hearing.

Additional Library Services

Access to our online catalog is available upon request, along with magazines, reference services, technical support and training on the use of BARD or library equipment.

Reading Preferences. Select one:

☐ **I wish to have books sent regularly.** Books will be replaced as they are returned to the Library. The Library will send books based on your reading interests and from your requests. Requests and reading interests can be updated by contacting the Library.

☐ **I wish to receive only books that I request.** You will need to contact the library and make requests. A bimonthly audio catalog and access to an online catalog are available to help with book selection. No books will be sent unless there are requests on file.

☐ **I wish only to download my reading materials.** No reading materials will be mailed to you unless you request them. Instead, you will download all of your reading materials using BARD rather than having items mailed to you.

Reading Interests

Please Note: If you chose to have books selected for you, then the library needs information about your reading interests. Please check the types of books or subjects you prefer. You may also write your reading interests in the spaces provided below.

I am willing to accept books that contain: (Check all that apply)

Sex:	☐ Yes	☐ No
Strong Language:	☐ Yes	☐ No
Violence:	☐ Yes	☐ No

Note: Bestsellers often contain descriptions of sex, strong language, and violence.

- ☐ Adventure
- ☐ Aging and retirement
- ☐ Animals and wildlife
- ☐ Autobiographies
- ☐ Bestsellers fiction
- ☐ Bestsellers non-fiction
- ☐ Bible and bible stories
- ☐ Biographies
- ☐ Biographies - Presidents
- ☐ Biographies - Actors
- ☐ Books made into movies
- ☐ Business and economics
- ☐ Children and young adult
  Grade: _____
- ☐ Classics
- ☐ Computers
- ☐ Cookbooks
- ☐ Cooking and home
- ☐ Crafts and hobbies
- ☐ Current events
- ☐ Disability
- ☐ Ethnic Interest
  Specify: _____
- ☐ Fantasy
- ☐ Folklore
- ☐ Health and medicine
- ☐ Historical novels - U.S.
- ☐ Historical novels - World
- ☐ History - U.S.
- ☐ History - World
- ☐ Horror
- ☐ Humor
- ☐ Inspirational
- ☐ Light/wholesome stories
- ☐ Literature
- ☐ Music appreciation
- ☐ Mysteries
- ☐ Mysteries - light and cozy
- ☐ Native American interest
- ☐ Nature
- ☐ Ohio interest
- ☐ Personal finance
- ☐ Philosophy
- ☐ Poetry
- ☐ Politics and government
- ☐ Psychology and self-help
- ☐ Religion
  Specify: _____
- ☐ Religious fiction
- ☐ Romance
- ☐ Romance - Amish
- ☐ Science
- ☐ Science fiction
- ☐ Sea stories
- ☐ Short stories
- ☐ Sports
- ☐ Spy and espionage
- ☐ Supernatural and occult
- ☐ Suspense
- ☐ Thrillers
- ☐ Travel and geography
- ☐ War
- ☐ Westerns

Other reading interests: _____

Favorite authors: _____

If you wish to receive books in other languages, please specify: _____

Schools With Eligible Students

For eligible students who will be using reading materials and equipment assigned to private or public schools serving a general student body, the school will need to submit a separate "Documentation of Registered Individual Students" form at the beginning of each school year. Each eligible student will also need to submit a separate individual application form if the student is not registered for individual service or has not been previously certified of eligibility. Eligible students should be encouraged to register for individual service. Copies of these forms are available for download on the library web site or in print upon request.

How did you learn about this service? _____

Lending Agreement

It is the responsibility of the institution to:

1. **Return all library materials and equipment if they are no longer being used.**
2. **Notify the library of any name, address, telephone, or contact person changes.**
3. **Keep track of all library materials and equipment assigned to the institution.**
4. **Ensure that the reading materials and equipment borrowed is used solely by eligible people.**
5. **Ensure that preference to reading materials and equipment is given at all times to veterans who have been honorably discharged from the U.S. Armed Forces.**

By submitting this application, the institution understands the policies as described.

For questions or to return completed application:

Ohio Library for the Blind and Print Disabled
17121 Lake Shore Boulevard
Cleveland, Ohio 44110
Phone: 216-623-2911
In-State Toll Free: 1-800-362-1262
By E-mail: olbpd@cpl.org
By Fax: 1-216-623-7036

OR

State Library of Ohio
Talking Book Program
1831 Deffenbaugh Court
Columbus, Ohio 43230
Phone: 614-644-6895
In-State Toll Free: 1-800-686-1531
By E-mail: tbooks@library.ohio.gov
By Fax: 1-614-995-2186

Equipment assigned (To be completed by Agency):

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