

Application for Free Library Services: Institutional

Tennessee Library for Accessible Books & Media

1001 Representative John Lewis Way North

Nashville, TN 37219

Email: TLABM.TSLA@tn.gov

Website: <https://sos.tn.gov/tsla/labm>

Fax: (615) 532-8856

Telephone: (800) 342-3308 or (615) 741-3915

Complete this application and send it to the above address.

Print or Type:

Name of Institution _____

Street Address _____

City _____ County _____ State _____ Zip _____

Telephone _____

Email Address _____

Contact Person _____

Eligibility of Blind and Other Physically Disabled Persons for Loan of Library Materials

The following persons are eligible for service provided they are residents of the United States, including territories, insular possessions, the District of Columbia, or American citizens living abroad:

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 disabled persons are eligible as follows:
 - A. Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed material.
 - B. Persons certified by competent authority as unable to read or unable to use regular printed material because of physical limitations.
 - C. Persons certified by competent authority as having 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 Institution's Administrator:

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

Print or Type:

Director or Administrator Name _____

Director or Administrator Signature _____

Books, Magazines, and Materials

Number of patrons to be served with materials:

Large Print _____ Audio Books _____ Braille _____

Check the box for any of the following items and/or services that you wish to receive and, on the line, provide the quantity of the item.

- ☐ _____ Audio Books and Audio Magazines (Player Provided)
- ☐ _____ Braille and Audio Reading Download (BARD)
*Separate Online Application and Email Address Required
- ☐ _____ Braille Books and Braille Magazines
- ☐ _____ Large Print Books

Accessories for Audio Book Player

- ☐ _____ Amplifier (issued solely for use by readers with profound hearing loss; ask for a separate application)
- ☐ _____ Headphones
- ☐ _____ Pillow Speaker (issued solely to readers confined to bed)
- ☐ _____ Breath Switch

NOTICE: Records relating to recipients of Library of Congress reading materials are confidential except for those portions defined in Tennessee Code Annotated, Section 10-8-102.

Return of Equipment: Playback equipment and accessories are supplied to registered institutions on extended loan. If this equipment is not being used for reading recorded material provided by the National Library Service for the Blind and Print Disabled, the Library of Congress, and its cooperating libraries, please return it to the Tennessee Library for Accessible Books & Media.

Eligible Applicants

Nursing homes, hospitals, schools for the blind, public and private schools, and college/university disability centers may borrow equipment and reading materials for use by eligible patrons in either a group setting or for individual use. The institution is responsible for keeping a record of the serial numbers of all machines assigned to the institution. Eligible residents, not the institution, are responsible for equipment borrowed directly using individual applications.

Public or private schools and college/university centers where disabled students are enrolled are encouraged to submit individual applications but may use this form accompanied by certification of eligibility for each applicant.

For music materials, e.g., scores, instructional recordings, and music magazines, the individual application must be submitted.

Lending of Materials and Classes of Borrowers

Veterans. In the lending of books, recordings, playback equipment, musical scores, instructional texts, and other specialized materials, preference shall be given at all times to the needs of the blind and other physically disabled persons who have been honorably discharged from the armed forces of the United States.

Institutions. Institutions such as schools, residential care facilities, hospitals, and other establishments regularly attended by blind and/or physically disabled individuals may borrow special format reading materials and playback equipment solely for the use of persons certified as eligible, who must be the direct and only recipients of the materials and equipment provided by the National Library Service.