Application for Free Library Service
Institutions

National Library Service for the Blind and Physically Handicapped

The Library of Congress
Washington, DC 20542
(202) 707-5100

Notice: Records relating to recipients of Library of Congress reading material are confidential except for those portions defined by local law as public information. To find out the extent to which the information provided on this application form may be released to other individuals, institutions, or agencies, consult the agency to which you are submitting this application. This completed application should be sent to the library for the blind and physically handicapped in the state where your agency is located. If you do not know the address, send the application to the National Library Service for the Blind and Physically Handicapped to forward it to the appropriate library.

Please print or type

Name of institution _____

Street address _____

City _____ County _____ State _____ ZIP _____

Telephone ( ) _____

Number of persons unable to read or use standard printed material who will be served:

Talking-book readers _____ Braille readers _____

Books, magazines, and equipment

You may borrow any of the following items. Check those you wish to receive and indicate the quantity needed. (Consult the enclosed *Facts: Playback Machines and Accessories Provided on Free Loan to Eligible Individuals and Institutions* for a full description of machines and accessories.)

		Quantity needed
☐	Books recorded on audio cassettes with standard cassette player.	_____
☐	Books and magazines recorded on audio discs with record player (magazines are available on discs only)	_____
☐	Books recorded on audio cassettes with easy cassette player.	_____
☐	Books and magazines recorded on discs and cassettes with combination machine	_____
☐	Braille books	_____
☐	Braille magazines	_____

Accessories

☐	Headphones--solely for use where speakers are not permitted.	_____
☐	Amplifier--solely for use by readers with profound hearing loss. Ask for separate application.	_____
☐	Remote control unit. Ask for a separate application.	_____
☐	Breath switch.	_____
☐	Extension levers.	_____
☐	Pillow speaker--solely for readers confined to bed.	_____

Return of equipment

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

To be completed by certifying authority (See Section B, page 4, for definitions.)

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

Please print or type

Name of administrator _____

Street address _____ Telephone ( ) _____

City _____ State _____ ZIP _____

Signature of administrator _____

Staff member who will be responsible for this service (person to be contacted by the library):

(Name) _____ (Title) _____

Eligible applicants

Nursing homes, hospitals, and schools for the blind or physically handicapped 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 (Form 73-101).

Public or private schools where handicapped students are enrolled are encouraged to submit individual applications (Form 73-101) but may use this form (73-101a) accompanied by certification of eligibility for each applicant.

For music materials, i.e., scores, instructional recordings, music magazines, individual applications (Form 73-101) must be submitted.

In the case of reading disability from organic dysfunction, certification must be made by a doctor of medicine or doctor of osteopathy who may consult with colleagues in associated disciplines.

Eligibility of blind and other physically handicapped persons for loan of library materials

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 printed material.

   (b) Persons certified by competent authority as unable to read or unable to use standard printed material 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 standard printed material in a normal manner.

B. In cases of blindness, visual disability, or physical limitation, the administrator of the institution can serve as the certifying authority.

C. In the 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. Eligible 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.

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 handicapped persons who have been honorably discharged from the armed forces of the United States.

Institutions. The reading materials and playback equipment for the use of blind and physically handicapped persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals, and to schools for the blind or physically handicapped for the use of such persons only. The reading materials and playback equipment may also be used in public or private schools where handicapped students are enrolled; however, the students in public or private schools must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.