

HAWAII STATE LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

REGISTRATION INFORMATION

WHAT WE DO:

The Hawaii State Library for the Blind and Physically Handicapped (LBPH) lends reading materials in audio, braille and large-type formats to eligible library users free of charge. LBPH is a branch of the Hawaii State Public Library System and the Pacific Regional Library for the National Library Service for the Blind and Physically Handicapped (NLS).

WHO IS ELIGIBLE:

1. Individuals with visual impairments, including the legally blind, those unable to read standard printed material with corrective lenses, and those who are unable to read comfortably without special aids or devices other than regular eye glasses.
2. Individuals with physical disabilities that prevent them from turning pages or holding a book because of muscle or nerve deterioration, paralysis or any other physical impairment.
3. Individuals with a reading disability resulting from an organic dysfunction of sufficient severity, such as dyslexia, as to prevent reading printed material in a normal manner.
CERTIFICATION MUST BE MADE BY A DOCTOR OF MEDICINE OR A DOCTOR OF OSTEOPATHY.

4. Those with temporary conditions listed above.
5. Reading material and equipment may also be loaned to institutions such as nursing homes, hospitals, and schools for the blind for the use of eligible persons only. Students at public and private schools must be certified on an individual basis.
6. To qualify, applicants must be residents of the United States, including territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.
7. For all LBPH services, preference shall be given at all times to eligible persons who have been honorably discharged from the armed forces of the United States.

HOW TO APPLY:

1. Complete the attached application form.
2. Have it signed by a “Competent Authority.”
3. Submit the application to LBPH or any public library branch.

WHO IS A “COMPETENT AUTHORITY?”

1. In cases of blindness, visual impairment, 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, case workers,

counselors, rehabilitation teachers and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to NLS.

2. In the case of a reading disability from an organic dysfunction (physically based), such as dyslexia, “Competent Authority” is defined as doctors of medicine or doctors of osteopathy who may consult with colleagues in associated disciplines. **APPLICATIONS FOR READING DISABILITIES MUST BE CERTIFIED BY A MEDICAL DOCTOR OR DOCTOR OF OSTEOPATHY**, as stated in Public Law 89-522.
3. Relatives of applicants are not authorized as the “Competent Authority.”
4. Applicants are not authorized to sign their own forms, including those borrowing for an institution or agency.

RESOURCES AVAILABLE:

1. **BOOKS:** Available from NLS in audio and braille formats.
2. **MAGAZINES:** Available from NLS in audio and braille formats. Direct mail subscriptions form the producer is available free of charge.
3. **DOWNLOADS:** Downloadable books and magazines in audio and electronic braille formats are available from

BARD, the Braille and Audio Reading Download service of the NLS. Library users must have access to a computer with an Internet connection, an email address, the ability to zip and unzip files, and a device to read materials.

4. **CATALOGS:** Listings of audio and braille books and magazines are available in audio, braille and large-type formats. Direct mail subscriptions from the producer are available free of charge.

5. **MACHINES:** Special machines designed to play the NLS distributed audio books and magazines are available. Machine repair/replacement for malfunctioning NLS equipment is provided by LBPH.

6. **LARGE-TYPE BOOKS AND MAGAZINES:** Books & magazines in large-type is available as part of the Hawaii State Public Library System collection. An HSPLS library card is required to borrow these materials.

7. **REGULAR PRINT MATERIALS ON DISABILITIES:** This collection is also part of the Hawaii State Public Library System. An HSPLS library card is required to borrow these materials. These items cannot be mailed via “FREE MATTER.”

8. **RADIO READING SERVICE – HAWAII (RRS):** LBPH provides a closed circuit radio broadcast over a sub-channel of Hawaii Public Radio (KHPR), which can be heard on Oahu and Maui. Narrators read articles from local newspapers and magazines, grocery ads, locally produced

books and more. Programming is broadcast 24 hours a day, 7 days a week. A special radio receiver from LBPH is required.

9. **TRANSCRIBING SERVICES:** Upon request, LBPH can transcribe print material into braille and audio formats. Priority is given to textbooks. Material may be transcribed only if not already available in the desired format.

10. **BOOKLISTS:** A list of new large-type books is mailed out to registered patrons 3 times a year.

LIBRARY HOURS:

M, W, Th, F:	8:30 am to 4:30 pm
T:	10:00 am to 6:00 pm
S, Su:	CLOSED

CONTACT INFORMATION:

Hawaii State Library for the Blind
and Physically Handicapped
402 Kapahulu Avenue
Honolulu, HI 96815

Phone: (808) 733-8444 (Voice/TTY)
Toll-Free Line: 1-800-559-4096
Website: <http://www.librarieshawaii.org/lbph>
Email: olbcirc@librarieshawaii.org

Guam Subregional Library for the Blind
and Physically Handicapped
Nieves M. Flores Memorial Library
254 Martyr Street
Hagatna, Guam 96910-5141

Phone: (671) 475-4751
Website: <http://gpls.guam.gov>
Email: gpls@gpls.guam.gov

Affiliated neighbor island libraries:

Hilo Public Library
300 Waianuenue Avenue
Hilo, HI 96720
Phone: (808) 933-8890 (Voice/TTY)

Lihue Public Library
4344 Hardy Street
Lihue, HI 96766
Phone: (808) 241-3222

Kahului Public Library
90 School Street
Kahului, HI 96732
Phone: (808) 873-3097

PLEASE RETURN APPLICATION FORM TO:

Library for the Blind and Physically Handicapped
402 Kapahulu Avenue
Honolulu, HI 96815



Hawaii State Library for the Blind and Physically Handicapped

APPLICATION FOR FREE LIBRARY SERVICE: INDIVIDUALS

Audio, braille and large-type books are available to those who are unable to read standard printed materials as a result of blindness, visual impairment, physical limitation, or reading disability. Residents of the United States, including territories, insular possessions, the District of Columbia, and American citizens living abroad are eligible for service. This form is for individuals applying for library service; institutions may request a different application. Please fill out all sections completely and print clearly.

Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

Telephone: (Day) _____ (Evening) _____

Date of Birth: _____ Gender: _____

Alternate contact if you cannot be reached:

Name: _____ Telephone: _____

By law, preference in the lending of books and equipment is given to veterans. Please check here if honorably discharged from the armed forces of the United States.

Notice: Records relating to recipients of Library of Congress reading materials are confidential except for those portions defined by local law as public information.

ELIGIBILITY AND CERTIFICATION

Indicate the primary disability preventing you from reading regular printed material.
Check one box only.

- BLINDNESS:** Those whose visual acuity is certified as being 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.
- VISUAL IMPAIRMENT:** Those certified as having a visual impairment, with correction and regardless of optical measurement, which prevents the reading of regular printed material.
- PHYSICAL LIMITATIONS:** Those certified as unable to read or unable to use regular printed material because of physical limitations.
- READING DISABILITY:** Those certified as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent reading regular printed material in a conventional manner.

If you also have a hearing impairment, please indicate the degree of hearing loss.

- Moderate – some difficulty hearing and understanding speech
- Profound – cannot hear or understand speech

In cases of blindness, visual impairment or physical limitations, applicants must be certified by a “competent authority,” which includes doctors of medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, and professional staff of hospitals, institutions, and public or private welfare agencies. Certification may also be made by any person whose competence under specific circumstances is acceptable to the Library of Congress. **In the case of a reading disability**, applicants must be certified by doctors of medicine or doctors of osteopathy who may consult with colleagues in associated disciplines. Relatives may not sign as the competent authority.

TO BE SIGNED AND COMPLETED BY A CERTIFYING AUTHORITY:

I certify that the named applicant requesting library service is unable to read or use regular print materials for the reason indicated on this form.

Signature: _____ Date: _____

Name: _____ Title: _____

Organization: _____ Email: _____

Address: _____ Telephone: _____

City: _____ State: _____ ZIP: _____

READING PREFERENCES

- Do not select books for me. Send only titles that I request.
 Select books for me.

If you wish to have books selected, please tell us about your reading interests.
Please select no more than 10 subject categories from the list below.

- | | | |
|--|---|---|
| <input type="checkbox"/> Adventure | <input type="checkbox"/> History, U.S. | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Animals | <input type="checkbox"/> History, World | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Bestsellers | <input type="checkbox"/> Historical Fiction | <input type="checkbox"/> Science & Technology |
| <input type="checkbox"/> Biographies | <input type="checkbox"/> Hobbies and Crafts | <input type="checkbox"/> Science Fiction |
| <input type="checkbox"/> Business | <input type="checkbox"/> Humor | <input type="checkbox"/> Short Stories |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Law | <input type="checkbox"/> Spies and Espionage |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Mysteries | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Current Affairs | <input type="checkbox"/> Nature | <input type="checkbox"/> Stage and Screen |
| <input type="checkbox"/> Families | <input type="checkbox"/> Occult | <input type="checkbox"/> Suspense |
| <input type="checkbox"/> Fantasy | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Poetry | <input type="checkbox"/> War/War Stories |
| <input type="checkbox"/> Government | <input type="checkbox"/> Politics | <input type="checkbox"/> Westerns |

Preference: Fiction Nonfiction Both

Reading level: Adult Young Adult Child (Grade) _____

Preferred reading language: English Other _____

Content: I do not wish to receive books that contain (check all that apply):

- Strong language Violence Explicit descriptions of sex

Other reading interests: _____

Favorite authors: _____

Catalogs: NLS provides catalogs to help patrons select books; please select the format you would like to receive:

- Large Type Audio Braille

Newsletter: LBPH publishes a large-type newsletter 3 times a year; please tell us how you would like to receive it:

- Mail Email Do not send

BOOKS, MAGAZINES AND EQUIPMENT

Please select the reading materials you wish to receive:

- | | |
|---|--|
| <input type="checkbox"/> Digital Talking Books | <input type="checkbox"/> Audio Magazines |
| <input type="checkbox"/> Braille Books | <input type="checkbox"/> Braille Magazines |
| <input type="checkbox"/> Large Type Books* | <input type="checkbox"/> Large Type Magazines* |
| <input type="checkbox"/> BARD (a service for downloading braille and audio books to personal devices) | |

*Hawaii State Public Library System Library Card required for large type materials. Please provide HSPLS library card number: _____

Please select mailing instructions for books. Mark one only:

- "Turnaround" (one book will be sent when one book is returned)
- "On Demand" (send books only when I request them)

Please select the equipment you wish to receive:

- | | |
|---|-------|
| <input type="checkbox"/> Digital Talking-Book Player | _____ |
| <input type="checkbox"/> Headphone (Standard) | _____ |
| <input type="checkbox"/> Headphone amplifier
(For users with profound hearing loss;
ask for a separate application) | _____ |
| <input type="checkbox"/> Pillow speaker
(Only for users confined to bed) | _____ |
| <input type="checkbox"/> Radio Reading Service receiver | _____ |

Please select how you would like to receive the equipment:

- Send the equipment to address indicated on form
- Will pick up equipment at LBPH
- Will pick up equipment at nearest public library _____

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

APPLICANT AGREEMENT

It is the responsibility of the library user to:

1. Return books and/or magazines within the prescribed one-month loan period.
2. Return machines when not actively using the recorded reading materials provided by the Hawaii Library for the Blind and Physically Handicapped (LBPH). Equipment remains the property of the National Library Service for the Blind and Physically Handicapped.
3. Keep machine mailing container to return machine to LBPH when in need of repair or recalled by the library. Return damaged machines to LBPH/sub-lending machine agency immediately.
4. Take care of books, magazines and machines. Keep away from food, drink and smoke.
5. Return all books, magazines and machines to a mailbox, post office, nearest public library, or directly to LBPH.
6. Do not loan books, magazines or machines to other individuals or institutions.
7. Notify LBPH of any address or phone number changes or of machines needing repair.

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- I understand that to retain the use of the machine provided, I must borrow at least one book or magazine a year from LBPH.
 - I understand that failure to return books and machines in a timely manner may result in suspension and/or cancellation of service.
 - I understand that failure to notify LBPH of change of address or phone may result in cancellation of services.
 - I understand the above responsibilities and agree to abide by the published policies and procedures of LBPH.

Signature of Applicant: _____ **Date:** _____

FOR LIBRARY USE ONLY	
Patron ID No. HI1A _____	
HSPLS No. (for large-type only) _____	
Welcome Letter _____	LT Instructions _____
Instructions _____	DVD List _____
Loan Policy _____	TSS Procedures _____
Send copy of application to: Hawaii () Kauai () Maui ()	
Date Sent _____	
Catalogs (list): _____	