

# **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](mailto: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](mailto: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: INSTITUTIONS

Audio, braille and large-type materials are available to institutions who serve those who are unable to read standard printed materials as a result of blindness, visual impairment, or physical limitation. Residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American Citizens domiciled abroad are eligible for service. Please fill out the application completely, and print clearly.

Name of institution: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Provide number of persons unable to read regular printed material who are:

Audio book users: \_\_\_\_\_ Braille readers: \_\_\_\_\_ Large-Type readers: \_\_\_\_\_

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

## BOOKS, MAGAZINES AND EQUIPMENT

Please check the box provided for any of the following items and/or services that you wish to receive and indicate the quantity needed.

### Materials

Description	Quantity
Books recorded on digital cartridge	
Magazines recorded on digital cartridge	
Braille books	
Braille magazines	
Large-Type books*	
Large-Type magazines*	
BARD (online service for downloading braille and audio materials)	

\*Hawaii State Public Library System card required for large-type materials.  
Library Card number: \_\_\_\_\_

### Equipment

Description	Quantity
Digital talking-book player	
Headphones	
Amplifier (solely for use by readers with profound hearing loss; ask for separate application)	
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 with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the issuing agency.



## READING PREFERENCES

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

If you wish to have books selected, please tell us about the reading interests of the persons at your institution. 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

## APPLICANT CERTIFICATION REQUIREMENTS

### 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 all machines assigned to the institution. Eligible residents, not the institution, are responsible for any equipment borrowed directly using individual applications.

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

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

In 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.

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### To Be Completed by Certifying Authority (see next page for definitions)

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

#### Please print or type.

Name of administrator: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature of administrator: \_\_\_\_\_

Staff member who will be responsible for this service:

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

## ELIGIBILITY FOR LIBRARY SERVICE

The following persons are eligible for loan services:

- 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.
- Persons whose visual disability, with correction and regardless of optical measurement, is certified as preventing the reading of regular printed materials.
- Persons certified as unable to read or unable to use regular printed material as a result of physical limitations.
- Persons certified as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading regular printed material in a normal manner.

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

In the case of reading disability from organic dysfunction, competent authority is defined as doctors of medicine and doctors of osteopathy. In this case, interested persons should submit the individual application.

## LENDING POLICIES

**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.** Institutions such as residential care facilities, hospitals, schools for the blind, and other establishments regularly attended by blind and/or physically handicapped individuals may borrow reading materials and playback equipment solely for the use of persons certified as eligible; they must be the direct and only recipients of the materials and equipment provided by NLS.

## 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:** \_\_\_\_\_

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