



HAWAII STATE LIBRARY FOR THE BLIND AND PRINT DISABLED

402 Kapahulu Avenue, Honolulu, Hawaii, 96815; (808) 733-8444, www.librarieshawaii.org/lbpd

APPLICATION FOR FREE LIBRARY SERVICE: INSTITUTIONS

Institutions such as assisted living communities, hospitals, schools for students with visual disabilities, public and private schools, and college or university disability centers may borrow equipment and reading materials for eligible people which may be used individually or in a group setting.

Please complete this application and send it to the Hawaii State Library for the Blind and Print Disabled, 402 Kapahulu Avenue, Honolulu, Hawaii, 96815. For more information, please call 808-733-8444.

Name of Institution: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____

Email Address: _____

Provide number of persons unable to read or use regular printed materials who fall into the following categories:

Audio book users: _____ Braille readers: _____ Large print readers: _____

(Note: Eligible persons may use multiple formats and fall into one or more categories.)

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

Eligibility Criteria:

Persons may be eligible to receive library materials if they fall into one of the following categories and are residents of the United States or American citizens living abroad:

1. Blind persons 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.
2. Persons with visual disabilities who are certified as being unable to read regular printed material, with correction and regardless of optical measurement.
3. Persons with physical disabilities who are certified as being unable to read or unable to use regular printed material because of physical limitations.
4. Persons certified as having reading disabilities resulting from organic dysfunctions and of sufficient severity to prevent reading regular printed material in a conventional manner.

Certifying Authority:

1. **In cases of blindness, visual disabilities or physical limitations**, the administrator of the institution may serve as the certifying authority.
2. **In the case of reading disability from organic dysfunction**, applicants must be certified only by doctors of medicine or doctors of osteopathy.

TO BE SIGNED AND COMPLETED BY CERTIFYING AUTHORITY:

I certify that the institution named serves people who are unable to read or use regular printed materials because of blindness, visual disability or physical limitation, and that the materials and equipment borrowed will be used by such persons only.

Signature: _____ Date: _____

Name: _____ Title: _____

Organization Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

Name of Staff Coordinator: _____

MATERIALS AND EQUIPMENT

Please select the items you wish to receive and indicate the quantity needed:

- Books on digital cartridge Qty: _____
- Braille books Qty: _____
- Music appreciation materials Qty: _____
(no recorded music)
- Braille and Audio Reading Download service (BARD)

Institutions may have access to BARD, a web-based service for downloading books and magazines in audio and eBraille to personal devices. Braille readers will need to connect to a refreshable braille display to read electronic braille files.

Please choose mailing preference. Mark one only:

- "Turnaround" (books are sent after books are returned)
- "On Demand" (books are sent only when requested)

Please select the equipment you wish to receive and indicate quantity:

- Digital Talking-Book Player Qty: _____ SN: _____
- Headphones (Standard) Qty: _____ SN: _____
- Radio Reading Service Qty: _____ SN: _____
receiver

Please select how you would like to receive the equipment:

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

Playback equipment and accessories are supplied to eligible institutions on extended loan for eligible users. Please ensure that equipment is being used to support users of the talking book program. Equipment no longer needed must be returned to the issuing agency. Contact LBPD for information on high-volume players and other specialized equipment.

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 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 people who are blind or have a physical disability may borrow special format reading materials and playback equipment solely for the use of persons certified as eligible. These persons must be the direct and only recipients of the materials and equipment provided by the National Library Service for the Blind and Print Disabled.



FOR LIBRARY USE ONLY

Patron ID No. HI1A _____

HSPLS No. (for large print only) _____

Registration information provided: Yes () No ()

Send copy of application to: Hawaii () Kauai () Maui () Date Sent _____

Catalogs (list):