

# **HAWAII STATE LIBRARY FOR THE BLIND AND PRINT DISABLED**

## **REGISTRATION INFORMATION**

### **WHAT WE DO:**

The Hawaii State Library for the Blind and Print Disabled (LBPD) lends reading materials in audio, braille and large print formats to eligible library users free of charge. You can choose to have materials mailed to you (for free) or you can download books to a computer or mobile device. LBPD is a branch of the Hawaii State Public Library System and the Pacific Regional Library for the National Library Service for the Blind and Print Disabled (NLS).

### **WHO IS ELIGIBLE:**

1. Individuals with visual impairments, including those who are 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, such as dyslexia, that prevents them from reading printed material in a normal manner.
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 provided they are used only by persons who meet the eligibility criteria. 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 living abroad.
7. For all LBPD 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 LBPD or any public library branch.

### **WHO IS A “COMPETENT AUTHORITY?”**

1. A “Competent Authority” is a professional who can certify an applicant’s disability. This includes doctors of medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, and professional staff of hospitals and public or welfare agencies (such as educators, social workers, counselors, rehabilitation teachers, certified reading specialists, school psychologists, or

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. Applicants, or anyone related to them, may not consider themselves a competent authority and are not allowed to certify 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 from 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 provided by 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 talking book machine, smartphone or similar device to read materials.
4. **CATALOGS:** Listings of new audio and braille books and magazines are available in audio, braille and large print formats. The catalog for audiobooks is called "Talking Book Topics," and the catalog for braille is "Braille Book Review." Direct mail subscriptions from the producer are available free of charge.

5. **MACHINES:** Special machines designed to play the audiobooks and magazines distributed by NLS are available. They provide high-quality sound, offer variable speed controls, and have built-in audio instructions for people with visual disabilities. Machine repair/replacement for malfunctioning NLS equipment is provided by LBPD.
  
6. **LARGE PRINT BOOKS:** Books in large print are 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. These books are published in standard print and not available in braille or audio. An HSPLS library card is required to borrow these materials.
  
8. **RADIO READING SERVICE – HAWAII (RRS):** LBPD 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 LBPD is required.
  
9. **TRANSCRIBING SERVICES:** Upon request, LBPD can transcribe print material into braille and audio formats. Material may be transcribed only if not already available in the desired format.

10. **BOOKLISTS:** A list of new large print books is mailed out to registered patrons at least 4 times a year.

**LIBRARY HOURS:**

LBPD is normally open the following hours:

Mon, Wed, Thurs, Fri	8:30 am to 4:30 pm
Tues	10:00 am to 6:00 pm
Sat, Sun	Closed

Hours may be subject to change. Please call the library before visiting.

**CONTACT INFORMATION:**

Hawaii State Library for the Blind  
and Print Disabled  
402 Kapahulu Avenue  
Honolulu, HI 96815

Phone: (808) 733-8444 (Voice/TTY)  
Toll-Free Line: 1-800-559-4096  
Website: <http://www.librarieshawaii.org/lbpd>  
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 Print Disabled  
402 Kapahulu Avenue  
Honolulu, HI 96815

Thank you for your interest in the Hawaii State Library for the Blind and Print Disabled. We look forward to serving you!



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

The administrator of the institution may serve as the certifying authority.

### 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):