

Washington, DC 20542

202-707-5100

www.loc.gov/nls

Application for Free Library Service: Institutions

Institutions serving individuals of any age who have permanent or temporary visual, physical, or reading disabilities that prevent them from using regular print materials may borrow equipment and reading materials for use by eligible readers to use individually or in a group setting. The institution is responsible for keeping a record of the serial numbers of all machines assigned to the institution.

Please complete this application and send it to your local cooperating network library. To find your local cooperating library visit www.loc.gov/nls/findyourlibrary or call 888-NLS-READ (888-657-7323).

Acknowledgment for Institutions Serving Minors: Institutions that primarily serve users under the age of 18 are required to complete the “Institutional Acknowledgment for NLS Services and Devices” section below. Institutions that primarily serve adults (e.g., assisted living communities, skilled nursing facilities, rehabilitation centers, hospitals, etc.) may leave this section blank. Institutions requesting demonstration-only accounts may also leave this section blank.

Use of Government Property: NLS program equipment, materials, and products, both online and physical, are federal property. Users shall acknowledge the purpose for which these items were intended and accept responsibility for accessing these items. All materials and equipment (including digital talking-book cartridges, hard-copy braille, players, and accessories) must be returned when no longer needed.

Personal Information: Personal information is confidential except for those portions defined by law as public information. To learn what information provided on this application form may be released to other individuals, institutions, or agencies, please consult the agency to which you are submitting this application.

Required Information

Name of Institution _____

Street Address _____

City _____ County _____ State _____ ZIP _____

Name of Primary Point of Contact: _____

Job Title/Position of Primary Point of Contact: _____

Telephone _____

Email Address _____

Number of Persons Unable to Read or Use Regular Printed Material Who Will Be Served:

Talking-Book Readers _____ Braille Readers _____

(Note: A patron may be counted as both a talking-book reader and a braille reader.)

Institutional Acknowledgment for NLS Services and Devices

(to be completed by institutions serving users who are under 18 years of age)

***Note:** Institutions that primarily serve adults (e.g., assisted living communities, skilled nursing facilities, rehabilitation centers, etc.) and institutions requesting demonstration-only accounts may leave this section blank.*

As an institution that serves users who are minors, we acknowledge that such users will receive NLS services and equipment and that the institution will have access to the entire NLS catalog of reading material on their behalf. We acknowledge that we will be responsible for receiving any necessary parental or guardian consent. All materials and equipment (including digital talking-book cartridges, hard-copy braille, players, and accessories) must be returned when no longer needed.

Full Name of Legally Authorized Representative _____

Title of Legally Authorized Representative _____

Email Address of Legally Authorized Representative _____

Phone Number of Legally Authorized Representative _____

I have the authority to enter into binding agreements on behalf of my institution and, by signing below, I acknowledge the preceding on behalf of my institution.

Signature of Legally Authorized Representative _____

Date _____

Type of Institution

- Primary/Secondary School
- School for Blind/Disabled
- College/University
- Hospital
- Nursing/Convalescent/Assisted Living Home
- Public Library (only eligible for BARD demonstration account)
- Other Organization _____

Demonstration Account

- Check if your organization is exclusively demonstrating NLS library services to eligible individuals, who will submit their own applications for service.

Eligibility of blind and other print-disabled persons for loan of library materials

The following people are eligible for service: residents of the United States, including territories, insular possessions, and the District of Columbia, and American citizens living abroad, provided they meet one of the following criteria:

1. An individual who is blind or has a visual impairment that makes them unable to comfortably read print books.
2. An individual who has a perceptual or reading disability.
3. An individual who has a physical disability that makes it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book.

Please visit www.loc.gov/nls/how-to-enroll/apply-for-nls-services for the full eligibility terminology.

Certifying Authority

I hereby certify that the institution named serves people who are unable to read or use regular print or use regular printed material because of blindness, a visual impairment, a reading disability, or a physical disability. I further certify that reading materials and equipment borrowed will be used by such persons only and that in the provision 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 disabled persons who have been honorably discharged from the armed forces of the United States.

Name of Certifying Authority _____

Title _____

Street Address _____ Telephone _____

City _____ State _____ ZIP _____

Email Address _____

Signature of Certifying Authority _____

(A typed or handwritten signature is acceptable.)

Equipment, Materials, and Services

Check items and services requested and specify quantity where indicated.

Quantity

Digital Talking-Book Machines _____

Braille eReaders _____

Music Materials (NLS also provides music instructional materials, e.g., large print and/or braille scores, instructional recordings, and magazines about music)

BARD (Braille and Audio Reading Download): Institutions may also have access to BARD, a web-based, password-protected service that provides access to more than a hundred thousand audio and braille books, magazines, and music scores. BARD works on Windows and Mac computers and can also be accessed on iOS and Android mobile devices, using the free BARD Mobile app. Public libraries are eligible for BARD demonstration accounts ONLY.

How Did You Learn about the NLS Free Library Service? Check up to three:

Veterans Affairs/Defense Health Agency

Other Health Care Professional

School

Vocational Rehabilitation Center

Friend/Family

Public Library

Consumer/Support Group

Event/Expo

TV Ad

Radio Ad

Other Ad (specify below)

Internet/Social Media (specify below)

 Other (specify below)

Where to Send

Send this application to your local cooperating library, which can be found at www.loc.gov/nls/findyourlibrary, or call 888-NLS-READ (888-657-7323).