



APPLICATION FOR TALKING BOOKS SERVICES

- Please return this completed form with a professional certifying signature (see end of document for details).
- You may return it by mail, postage- free by writing “Free Matter for the Blind and Physically Handicapped” where a stamp normally is placed. We also accept faxed or scanned versions of this completed application.
- All applicants are contacted by phone when the application is received by Talking Books Services.

Check here if you have been honorably discharged from the armed forces of the U.S. By law, preference in lending of books and equipment is given to veterans.

Last Name _____ First Name _____ M.I. _____

Parent name (if minor): _____

Mailing Address _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: Daytime () _____ - _____ Evening () _____ - _____

Date of Birth: _____ (mm/dd/yyyy) Gender: M or F

Applicant Signature _____ Date: __/__/__

(Legal guardian or POA may sign if applicant is unable to sign or is a minor)

Please provide the name of an alternate contact person and phone number:

Name: _____ Relationship: _____

Phone :(____) ____ - _____

Primary Disability

Indicate the primary disability preventing you from reading standard print material. See definitions at end of document.

Blind or Legally Blind _____

Visual impairment or low vision _____

Physical disability (Check only if unable to hold books or turn pages) _____

Deaf and blind (Reads Braille)

Reading disability MEDICAL CERTIFICATION REQUIRED BY FEDERAL LAW FOR READING DISABILITY (signature of an M.D. or an O.D, not Ph.D.) _____

Does applicant also have a hearing impairment?

Moderate Profound (cannot hear or understand speech)

Reading Preferences (please choose one)

I would like to select my own books. Send only the specific titles I will request

I wish to have books selected for me and will discuss my preferences when you call.

I do not wish to receive books that contain:

- Some Violence Violence Extreme Violence
- Some strong language Strong language
- Some descriptions of sex Descriptions of sex
- Some explicit descriptions of sex Explicit descriptions of sex
- Check here for books recorded in a language *other than English if needed* and specify language _____

Books, Equipment and Other Services

The following items and services are offered. Check all you wish to receive.

- Digital player and digital audio books
- Large print books
- Descriptive videos (Described popular movies for **blind and low vision patrons only**)
- Magazines (in audio or Braille; ask about availability)
- BARD (Braille & Audio Reading Downloads)
- Braille books

Accessories for Audio Equipment

- Headphones Pillow phone (For readers confined to bed)
- USB adapter (For registered BARD users)

Professional Certification of Disability Condition Required

Professional certifying authority must provide all information and their signature in this section. Please see section on qualified certifying authorities at the end of this document. Applications without proper certification are not accepted and will be returned.

Last Name: _____ First Name: _____ Initial: _____

Title and Occupation: _____

Business/Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ - _____

By my signature, I certify that the applicant is eligible for services.

Signature: _____ Date: __/__/_____

The following professionals may sign as a Certifying Authority:

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, professional librarians or other professionals, whose competence under specific circumstances meet federal requirements, may make certification.

In the case of a reading disability from organic dysfunction, certifying authority is defined as **doctors of medicine and doctors of osteopathy** who may consult with colleagues in associated disciplines. **No other signature is accepted for those checking reading disability. Applications without proper certification are not accepted.**

Please keep the following pages for your records.

Eligibility: The following persons are eligible:

- Legally blind persons (visual acuity is 20/200 or less in the better eye)
- Persons with low vision whose best corrected vision does not allow the reading of standard printed material
- Persons unable to hold or turn pages due to physical limitations
- Persons having a reading disability resulting from organic brain dysfunction and of sufficient severity to prevent their reading printed material in a normal manner. –MEDICAL CERTIFICATION (signature of an M.D. or an O.D., not Ph.D.) REQUIRED BY FEDERAL LAW.

Statement of Confidentiality/Waiver

The information provided on this application is exempt from disclosure under the S.C. Freedom of Information Act [Section 30-4-40 (a) (4), 1976, S.C. Code of Laws], except for agencies and individuals involved in library services for the blind and physically disabled, without permission of the applicant.

Lending of Materials and Classes of Borrowers

Eligible readers must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia; or, American citizens domiciled abroad.

- **Veterans.** Preference shall be given at all times to the needs of the blind and other physically impaired persons who have been honorably discharged from the armed forces of the U.S.
- **Institutions** Reading materials and playback equipment for the use of qualifying blind and physically impaired persons are loaned to institutions such as nursing homes and hospitals and

to schools with students with qualifying disabilities. Contact the library for an institutional application.

- **Public and private schools.** Public and private schools may use reading materials and playback equipment where **qualified students** are enrolled. Students in public or private schools must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.

Return of Equipment

Equipment/accessories are supplied on extended loan; if not being used for recorded reading materials provided by the S.C. State Library, equipment must be returned to the S.C. State Library. Equipment (working or non-working) remains the property of the federal government and must be returned if not being used. Replacement equipment is promptly provided.

Collection Overview

Fiction and non-fiction books (bestsellers, romances, westerns, biographies, and more) for adults and children (pre-school- junior high) are available. Young adults may borrow from the adult collection. Recorded textbooks are not included.

These sources provide access to titles in the State Library's collection:

- Readers' advisors to assist readers toll-free, by phone and via email
- Bi-monthly & annual catalogs (print, audio and Braille)
- An online library catalog (searchable by author, title, subject and keyword) <http://webopac.klas.com/scbph>
- Use of BARD website allowing registered users to download audio books directly from the National Library Service <https://nlsbard.loc.gov/SC1A>

- A quarterly newsletter highlights new titles and other resources
- An international online library catalog of special format materials from the National Library Service:
<http://nlscatalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

Application Submission & Library Contact Information:

South Carolina State Library -Talking Book Services

1500 Senate Street

Columbia, SC 29201

No postage is necessary by writing “**Free Matter for the Blind and Physically Handicapped**” where a stamp normally is placed. Please return the first four pages of this application completed and certified to TBS.

Address: 1500 Senate Street, Columbia, SC 29201

Call toll-free: 1-800-922-7818 In Columbia: 803-734-4611

Email: tbsbooks@statelibrary.sc.gov

Fax: 803-734-4610

Website: <http://www.statelibrary.sc.gov/>

TBS Online Catalog: <http://webopac.klas.com/scbph>

Hours: 8:30 am-5:00 pm, Monday-Friday

Closed on Federal & State Holidays

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