



INSTITUTIONAL APPLICATION

Please complete this form in its entirety. Applications without proper certification are returned to the applicant. **You may return it postage free by mail by writing “Free Matter for the Blind and Physically Handicapped” where a stamp normally is placed.** We accept mailed, faxed or electronic versions of the completed application.

Please print or type:

Name of Institution: _____

Type of Institution (please check one)

- Hospital Nursing Home /Assisted living facility School
 Hospice Other (please specify) _____

Contact person at facility (please print): _____

Mailing Address: _____

Physical Address (if different): _____

Institution Phone: _____ Contact Phone _____

Institution E-mail Address: _____

Certifying Signature: _____ **Date:** _____

Please return this page to: South Carolina State Library – Talking Book Services

1500 Senate Street, Columbia, SC 29201

Fax: 1-803-734-4610

Email: tbsbooks@statelibrary.sc.gov

Responsibilities of Applicant

Institutions will be supplied with one digital Talking Book player, if it is to be mailed digital cartridges. The institution is responsible for all materials checked out under its account.

Digital cartridges are due in 90 days and large print books are due back in one month. Materials may be renewed one time. A restricted number of large print books may be checked out to institutions.

Descriptive videos may not be checked out to institutions. Institutions with access to devices like iPads or smartphones are strongly encouraged to sign up for our BARD downloading service. There are no limits on books and no overdue dates using BARD.

Types of Institutions

1. Medical and nursing institutions

Medical and nursing institutions are strongly encouraged to register each qualifying patron for his/ her own individual account using an individual application. Temporary or permanent patients in facilities may have their own accounts. If a patron leaves the facility, contact TBS to update the patron information. Individual patrons must qualify for services.

2. Schools

Schools are required to supply Talking Book Services with a listing of student names and disabilities each school year. Each student must also be individually registered and certified with their own Talking Books account with a home address.

The following professionals may sign as a Certifying Authority:

Eligibility must be certified by one of the following: doctor of medicine, doctor of osteopathy, ophthalmologist, optometrist, psychologist, registered nurse, therapist, or professional staff of hospitals, institutions, and public or welfare agencies (such as an educator, social worker, caseworker, counselor, rehabilitation teacher, certified reading specialist, school psychologist, superintendent, or librarian).

Applications without proper certifying signatures cannot be processed and are returned to the applicant.