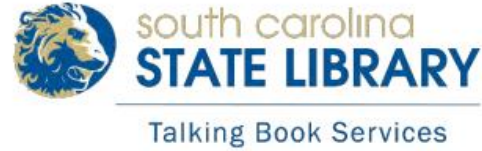


South Carolina Talking Book Services
South Carolina State Library
1500 Senate Street
Columbia SC 29201



Institutional Account Holders:

As of October, 2024, the National Library Service in Washington requires that any institution that may serve patrons under the age of 18 have a signature on file acknowledging their receipt of NLS services and access to materials for provision to patrons.

To update our records, we ask that you or an administrator of your institution sign the enclosed form acknowledging:

- (1) that your institution accepts responsibility for any materials and equipment loaned by NLS or your network library;
- (2) that your institution will have access to the entire NLS catalog of reading material on behalf of any minors served by your institution;
- (3) it is your institution's responsibility to acquire any parental or guardian consent for minors that may be required by state or local law or the policies of the institution's administering agency.

Please print and sign the appropriate form and mail it back to SCTBS at the address above.

Thank you for your early attention to this requirement; institutions without a signature on file will lose access to Talking Book Services and must return all equipment and materials.

Jennifer Falvey
Director, SC Talking Book Services
(803) 734-8650