



**Talking Books Services (TBS) Institutional Application**

**Please complete this page 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, if mailing. We accept mailed, faxed or electronic versions of the completed application.**

**Type of Institution (please check one)**

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

Name of Institution \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_

State Abbr. \_\_\_\_\_ ZIP \_\_\_\_\_

Print 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 \_\_\_\_\_

As an institution that serves users who may be 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.

**Please return the first 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](mailto:tbsbooks@statelibrary.sc.gov)

### **Keep this page for your records**

### **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 Books Services with a listing of student names and disabilities. These must be provided each school year. Each student must be also individually registered and certified with their own individual 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.**