

## Application for Free Library Service: Individuals

Please complete this application, print it out, have it signed by the certifying authority, and send it by mail, email, or fax to the Minnesota Braille and Talking Book Library at: 388 SE 6th Ave, Faribault, MN 55021-6340; Fax: 507-333-4832; Email: mn.btbl@state.mn.us.

**Please print or type**

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ Date of birth \_\_\_\_\_

Telephone (evening) \_\_\_\_\_ Gender \_\_\_\_\_

E-mail address \_\_\_\_\_

Alternative contact if you cannot be reached for an extended period:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Check here if you were honorably discharged from the United States military.

Indicate the primary disability preventing you from reading regular printed material.

**Check only one box.** Eligibility must be substantiated. See eligibility criteria definitions.

Blindness

Physical disability

Deaf-blindness

Visual impairment

Reading disability

If you **also** have a hearing impairment please indicate the degree of hearing loss.

Moderate — some difficulty hearing and understanding speech.

Profound — cannot hear or understand speech.

**Notice:** Records relating to recipients of Library of Congress reading materials are confidential except for those portions defined by local law as public information. To find out the extent to which the information provided on this application form may be released to other individuals, institutions, or agencies, consult the agency to which you are submitting this application.

## Eligibility of blind and other disabled persons for loan of library materials

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

1. Those people whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.
2. Those with physical disabilities are eligible as follows:
  - (a) Persons whose visual impairment, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed material.
  - (b) Persons certified by competent authority as unable to read or unable to use regular printed material because of physical limitations.
  - (c) Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent reading regular printed material in a conventional manner.

### Certifying authority:

- In cases of blindness, visual impairment, or physical limitations, “competent authority” includes doctors of medicine, doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.
- In the case of a reading disability from organic dysfunction, competent authority is defined as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.

### To be completed by certifying authority (as defined above)

I certify that the named applicant requesting library service is unable to read or use regular printed material for the reason indicated on this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Please print or type:

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Lending of materials and classes of borrowers**

Veterans. According to Public Law 89-522, persons who are blind or have a physical disability who have been honorably discharged from the armed forces of the United States must receive preference in the lending of books, recordings, playback equipment, musical scores and instructional texts, and other specialized materials.

**Institutions.** Please fill out the Application for Free Library Service for Institutions.

**Reading preferences:** Check A or B

- A. Do not select books for me. Send only the specific titles that I request.
- B. I wish to have books selected for me.

**Note:** If you select **option B**, please check the types of books or subjects you prefer. Check all that apply.

**Age range:**  Adult titles      Young Adult titles       Children’s titles Grade: \_\_\_\_\_

**Subject category:**

- |                            |                         |                          |
|----------------------------|-------------------------|--------------------------|
| Adventure                  | Bestsellers             | Biographies              |
| Business and Economics     | Career and Job Training | Classics                 |
| Cooking                    | Drama and Theater       | Fantasy                  |
| Gardening                  | Gothics                 | Government and Law       |
| History (U.S. or World)    | Historical Fiction      | Hobbies and Crafts       |
| Humor                      | Literature              | Medicine and Health      |
| Mystery and Detective      | Nature/Environment      | Occult and Horror        |
| Philosophy                 | Poetry                  | Psychology and Self-Help |
| Religion/Religious Fiction | Romance                 | Science and Technology   |
| Science Fiction            | Spanish Language        | Spies and Espionage      |
| Sports and Recreation      | Stage and Screen        | Suspense                 |
| Travel                     | War / War Stories       | Westerns                 |

Other preferences: \_\_\_\_\_

I do not wish to receive books that contain (check up to three):

- Strong language       Violence       Explicit descriptions of sex

How did you learn about the NLS free library service? (check up to three)

- Veterans Affairs/Defense Health Agency       Other Healthcare Professional       School
- Vocational Rehabilitative Center      Friend/Family member       Library/Librarian
- Consumer/Support Group       Event/Expo       TV Ad       Radio Ad
- Other Ad (specify below)      Internet/Social Media (specify below)       Other (specify below)

## Materials:

I would like to receive the following materials (please check all that apply):

Audio books and magazines

Braille books and magazines

Large print books/magazines

## Equipment:

Tell us how you would like to read your books and/or magazines (please check one):

I would like to access library materials using an app on my mobile device (smartphone, tablet, Kindle, etc). Please note: The app provides immediate access to NLS materials.

I would like to receive audio books and magazines on cartridge through the mail. Please loan me a free talking-book player and mail me my books and magazines. Please note: delivery of materials may take up to 10 days on average.

## Return of Equipment

Playback equipment and accessories are supplied to eligible persons on extended loan. If this equipment is not being used for reading recorded material provided by the Library of Congress, please return it to the **Communication Center, 2200 University Ave W, Ste 240, Saint Paul, MN 55114.**

## Where to Send:

You can mail, email, or fax the completed, certified, and signed application to the Minnesota Braille and Talking Book Library at: 388 SE 6th Ave, Faribault, MN 55021-6340; Email: [mn.btbl@state.mn.us](mailto:mn.btbl@state.mn.us); Fax: 507-333-4832.

## Music materials:

Music instruction and/or music appreciation materials on digital cartridge

Music magazines, scores, and/or music appreciation materials in braille

Music scores in large print

(Note: the program cannot provide recorded music for recreational listening)

## Accessories for digital talking-book player:

USB flash drive adapter (lets you use a personal flash drive with the player)

High volume player and headphones (solely for use by readers with profound hearing loss; ask for a separate application)

Digital talking-book (DTB) cartridge cable (used to connect a DTB cartridge to a USB port on a computer)

Headphones

Pillow speaker (issued only to readers confined to a bed)

## COMMUNICATION CENTER SUPPLEMENT

An approved Application for Free Library Service entitles you to use all services available from State Services for the Blind's Communication Center in St. Paul.

### **Check the services that you want:**

**Radio Talking Book.** A free news and information service that broadcasts daily newspapers, current magazines and periodicals, and a wide variety of books to appeal to a diverse range of interests, 24/7. Available as an Alexa Skill on Amazon devices, through an app on Apple and Android smartphones and tablets, on our website, and on Paul Bunyan Cable.

**Transcription Services.** Textbooks, reference books, manuals and other printed documents needed for work, school or leisure may be requested. If not available from the Minnesota Braille and Talking Book Library in Faribault, or other national sources, books may be transcribed into a digital, tape or braille formats by Communication Center volunteers.

**NFB-NEWSLINE® for the Blind.** A free service providing access to local and national newspapers. Using a touch-tone phone or computer, you may access the **Star Tribune**, **St. Paul Pioneer Press**, the **Duluth News Tribune**, and over 500 other out-of-state and national newspapers and magazines including the **Grand Forks Herald**, **USA Today**, **Wall Street Journal**, and the **New York Times**.

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# MINNESOTA BRAILLE AND TALKING BOOK LIBRARY (MBTBL) SUPPLEMENT

After your application is accepted, the Minnesota Braille and Talking Book Library (MBTBL) mails information about borrowing books and magazines. The MBTBL collection includes more than 90,000 titles including some foreign language materials. Free subscriptions to national magazines, including **People**, **National Geographic** and **Sports Illustrated** are available.

**Bi-monthly catalogs list new titles available from the library. Please check the format(s) most helpful for you.**

***Talking Book Topics* lists new audio books:**      Audio              Large Print

***Braille Book Review* lists new braille books:**    Braille              Large Print

***MBTBL Newsletter:***      Audio      Braille      Large Print      E-mail

<p><b>Return equipment in need of repair to the Communication Center in Saint Paul, Minnesota</b></p>
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## CONFIDENTIALITY

In accordance with the Minnesota Data Practices Act, Chapter 13, personal information you provide on this application is confidential. Minnesota Statutes 171.31 requires that this information is shared with the Minnesota Department of Public Safety. If you have a visual disability, signing this application may affect your status as a licensed driver. Under federal law, this information is provided to the National Library Service for the Blind and Physically Handicapped.

For additional information, call or write:

Communication Center  
2200 University Ave W #240  
St. Paul, MN 55114-1840  
1-800-722-0550 (toll-free)

OR

Minnesota Braille and Talking  
Book Library  
388 SE 6<sup>th</sup> Ave  
Faribault, MN 55021-6340  
507-333-4828 (local)  
1-800-722-0550 (toll-free)