

**Application for Free Library Service:
Institutions**



Southwest Georgia Library
for Accessible Services

Southwest Georgia Library
for Accessible Services (SWGLAS)
301 South Monroe St
Bainbridge, GA 39819

800-795-2680 / 229-248-2680
lbph@swgri.org
www.swgri.org/handicap.php

Notice: Records relating to recipients of Library of Congress reading material 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 SWGLAS.

Please print or type:

Name of institution _____

Street address _____

City _____ County _____ State _____ ZIP _____

Telephone _____

E-mail address _____

Number of persons unable to read or use regular printed material who will be served:

Talking-book readers _____

Braille readers _____

Books, Magazines, Materials, and Equipment Accessories

Please indicate the number of individuals who will need each service or accessory.
(Consult the enclosed *Facts: Playback Machines and Accessories Provided on Free Loan to Eligible Individuals and Institutions* for a full description of machines and accessories.)

Books and magazines

___ Books recorded on digital cartridge with digital player

___ Braille and Audio Reading Download (BARD)

___ Magazines recorded on digital cartridge

___ Braille books

___ Braille magazines

Accessories for digital talking book machine

___ Amplifier (solely for use by readers with profound hearing loss; ask for separate application)

___ Breath switch

___ Headphones (solely for use where speakers are not permitted)

___ Pillow speaker (solely for readers confined to bed)

___ Remote control unit (issued for readers confined to bed or who have difficulty with mobility; ask for separate application)

Return of Equipment

Playback equipment and special accessories are supplied to eligible institutions on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the issuing agency.

To Be Completed by Certifying Authority (see Sections B and C, next page, for definitions)

I hereby certify that the institution named serves patrons who are unable to read or use regular printed materials because of blindness, visual disabilities, or physical limitations. I further certify that reading materials and equipment borrowed will be used by such persons only.

Please print or type:

Name of administrator _____

Street address _____ Telephone _____

City _____ State _____ ZIP _____

Signature of administrator _____

Staff member who will be responsible for this service (person to be contacted by the library):

Name _____ Title _____

Eligible applicants

Nursing homes, hospitals, schools for the blind, public and private schools, and college university disability centers may borrow equipment and reading materials for use by eligible patrons in either a group setting or for individual use.

The institution is responsible for keeping a record of the serial numbers of all machines assigned to the institution. Eligible residents, not the institution, are responsible for equipment borrowed directly using individual applications (Form 73-101).

Public or private schools and college university centers where disabled students are enrolled are encouraged to submit individual applications (Form 73-101) but may use this form (73-101a) accompanied by certification of eligibility for each applicant.

For music materials, e.g., scores, instructional recordings, and music magazines, the individual application (Form 73-101) must be submitted.

In the case of a reading disability from organic dysfunction, certification must be made by a doctor of medicine or doctor of osteopathy who may consult with colleagues in associated disciplines.

Eligibility of blind and other physically handicapped persons for issue of library materials

- A. The following persons are eligible for loan service:
1. Blind persons 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. Other physically handicapped persons as follows:
 - (a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of regular printed materials.
 - (b) Persons certified by competent authority as unable to read or unable to use regular printed material as a result of physical limitations.
- (c) Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading regular printed material in a normal manner.
- B. In cases of blindness, visual disability, or physical limitation, the administrator of the institution may serve as the certifying authority.
- C. In the case of 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.
- D. 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.

Lending of Materials and Classes of Borrowers

Veterans. In the lending of books, recordings, playback equipment, musical scores, instructional texts, and other specialized materials, preference shall be given at all times to the needs of the blind and other physically handicapped persons who have been honorably discharged from the armed forces of the United States.

Institutions. Institutions such as schools, residential care facilities, hospitals, and other establishments regularly attended by blind and/or physically handicapped individuals may borrow special format reading materials and playback equipment solely for the use of persons certified as eligible, who must be the direct and only recipients of the materials and equipment provided by SWGLAS.