

LONG ISLAND TALKING BOOK LIBRARY



RETURN TO: LITBL/Suffolk Cooperative Library System
627 North Sunrise Service Road
P. O. Box 9000
Bellport, New York 11713-9000
(631) 286-1600 (24 hours)
(866) 833-1122 (Toll-Free - Nassau/Suffolk)
(631) 286-4546 (TTY for hearing impaired)

APPLICATION FOR FREE LIBRARY SERVICE FOR INSTITUTIONS

Institutions: Talking books and talking book equipment for the use of blind and physically disabled persons who qualify may be loaned to institutions such as nursing homes and hospitals, for the use of such persons only.

Schools: The talking books and equipment may also be used in public or private schools where disabled students are enrolled; however, the students in public or private schools must be certified as eligible on an individual basis and must be the direct and only recipients of the material and equipment. Please complete the "Certification of Student Eligibility" form for this purpose.

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 disabled persons who have been honorably discharged from the armed forces of the United States.

Confidentiality: Records relating to the use of library materials which contain names or other personally identifying details are confidential and will not be disclosed except upon request or consent of the user or when required by law.

Please Print or Type

Name of Institution _____

Street Address _____

Village/Town _____ State _____ Zip _____

Telephone _____

Name and title of staff member who will be responsible for this service:

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

Type of Institution: Nursing Home Hospital Library School

Other (specify _____)

CRITERIA FOR ELIGIBILITY

Legal Blindness* (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).

Visual Impairment* (persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority* as preventing the reading of standard printed material).

Physical Disability* (persons certified by competent authority* as unable to read or unable to use standard printed material as a result of physical limitations).

Reading Disability** (persons certified by competent authority** as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner).

Qualified 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.

CRITERIA FOR CERTIFYING AUTHORITY

***In cases of blindness, visual disability, or physical limitation,** "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; professional staff of hospitals, institutions, and public or 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 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

I certify that the institution named serves persons who are unable to read or use standard printed material for one of the reasons specified above. I further certify that the reading materials and equipment borrowed will be used by such persons only.

Please Print or Type

Name _____

Title/Occupation _____

Address _____ Telephone _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

BOOKS AND MAGAZINES

You may borrow any of the following materials. Please check those you wish to receive.

- Talking books on cassette
- Talking books on record
- Magazines on cassette
- Braille materials from the Andrew Heiskell Library for the Blind and Physically Handicapped
- Scores, instruction, and magazines about music in special media from the National Library Service for the Blind and Physically Handicapped. Individual applications must be submitted.

EQUIPMENT

You may borrow any of the following equipment. Please check those you wish to receive.

- Standard cassette player
- Standard record player
- Special equipment and accessories for readers with special needs (please specify)
 - Easy Cassette Player - for individuals who have difficulty operating the standard cassette player, this machine is simpler to operate but also less versatile
 - C-80 Cassette Player - similar to the standard cassette player, this machine features a pitch-restoration device which is intended for individuals who need to cover a lot of material quickly
 - Combination Player - when available, this machine will combine all the features of the standard cassette player and the record player in a single unit; however, it will be somewhat heavier and more complex to operate than the separate units
 - Lightweight Headphones - issued only to readers who require them in order to be able to listen to talking books, as in nursing homes and hospitals where loudspeakers are not permitted
 - Amplifier - for persons with a significant hearing loss (medical certification required)*
 - Remote Control Unit - for persons confined to bed with difficulty in mobility, this device turns playback equipment on and off but will not control other functions such as volume and speed*
 - Breath Switch - for persons with little or no use of their extremities, to be used in conjunction with the Remote Control Unit*
 - Tone Arm Clip - for persons who have difficulty grasping the tone arm of the record player
 - Extension Levers - for persons who have difficulty manipulating the key controls on the standard or C-80 cassette player
 - Pillowspeaker - for persons who are confined to bed, is placed under the reader's pillow and is normally heard only by the reader

*A separate application form is required for these devices

INFORMATIONAL MATERIAL

You will automatically receive catalogs of talking books, Talking Book Topics (a bimonthly publication announcing newly released books), and the LITBL handbook and newsletter. Please check here if you would also like any of these publications.

- Talking Books for Seniors (handbook for activity directors)
- Talking Books and Reading Disabilities
- Factsheet for Parents and Educators

DEPOSIT COLLECTION

Most institutions maintain deposit collections of talking books which are exchanged periodically for different titles. Please indicate the number of talking books (10-100) which you would like for a deposit collection: _____

FREQUENCY OF SERVICE

__ Most talking book users are on a "return" system whereby each time they return a talking book we send another. Please check here if you would like to receive books on this system.

__ Please check appropriate line if you would prefer a different type of service: __ weekly __ biweekly
__ triweekly __ monthly. Indicate quantity you would like to receive on this basis: _____.

__ Please check here if you would like to receive talking books only when you request them. (You must borrow at least one talking book per year from the LITBL in order to remain active in the program and continue to use the equipment that has been loaned to you. Recorded books borrowed from other agencies, such as textbooks borrowed from Recording for the Blind & Dyslexic, do not count towards this minimum.)

BOOK SELECTION (check one):

__ Send only the specific titles I will request. Do not select books for me.

__ The library may select books for me based on the reading preferences checked below.

Reading Level

__ Adult
__ Young Adult
__ Child (specify
reading level _____)

Check if you do **NOT** wish to receive books that contain:

__ Strong language
__ Violence
__ Explicit descriptions of sex

Primary Language

__ English __ French
__ Spanish __ Italian
__ Other _____
(specify)

READING INTERESTS (check as many as apply):

FICTION

__ Adventure	__ Classics	__ Jewish interests	__ Romance
__ Animal stories	__ Family stories	__ Modern novels	__ Science fiction
__ Bestsellers	__ Gothic novels	__ Modern novels/risque	__ Short stories
__ Black interests	__ Historical novels	__ Mystery & Spy	__ War stories
__ Children's stories	__ Humor	__ Occult	__ Westerns

NON-FICTION

__ Adventure	__ Current events	__ Humor	__ Politics & Government
__ About music	__ Disabilities	__ Jewish interests	__ Religion _____ (specify)
__ Bestsellers	__ Essays & Collections	__ Occult	__ Science
__ Biographies	__ Fine arts	__ Philosophy	__ Sports
__ Black interests	__ Health	__ Plays	__ Travel
__ Business	__ History	__ Poetry	__ War
__ Cooking	__ Homemaking	__ Psychology	

Please indicate any other type of books that interest you. Be as specific as possible.

CERTIFICATION OF STUDENT ELIGIBILITY

Public or private schools where disabled students are enrolled must submit a certification of eligibility for each applicant annually. Refer to page 2 to determine which students are eligible for talking book service, and who may serve as the certifying authority. Please note that students with reading disabilities who meet the criteria for eligibility must be certified by a doctor of medicine or a doctor of osteopathy.

This is to certify that the following student(s) is/are unable to read or use standard printed material for the reason indicated:

Name and Address of Student(s)

Disability (Indicate blindness, visual impairment, physical disability, reading disability from organic dysfunction)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CERTIFYING AUTHORITY

Name _____ Date _____

Title and Occupation _____

Street Address _____ Telephone (____) _____

City _____ State _____ ZIP _____

Signature _____

LITBL/Suffolk Cooperative Library System
627 North Sunrise Service Road
P.O. Box 9000
Bellport, New York 11713-9000
631-286-1600 (general information)
866-833-1122 (Toll-Free - Nassau/Suffolk)
631-286-4546 (TTY for hearing impaired)
www.suffolk.lib.ny.us/tbp



ABOUT THE LONG ISLAND TALKING BOOK LIBRARY (LITBL)

LITBL is a subregional library of the Library of Congress/National Library Service for the Blind and Physically Handicapped, which produces books and magazines in braille, on records and cassettes for readers who cannot hold, handle, or see well enough to read conventional print because of a visual or physical disability. The LITBL program is a service of the Suffolk Cooperative Library System, the Nassau Library System, and the public libraries on Long Island. LITBL loans recorded books, along with the special playback equipment needed to listen to them, free of charge, to eligible Long Island residents, and to hospitals, nursing homes, schools and other institutions serving eligible residents. Materials are sent to readers and returned by postage-free mail.

BOOKS AND MAGAZINES

Readers may borrow all types of popular-interest books including bestsellers, classics, mysteries, westerns, poetry, history, biographies, religious literature, children's books, and foreign-language materials. Readers may also subscribe to more than seventy popular magazines in braille and recorded formats such as *Good Housekeeping*, *Foreign Affairs*, *Sports Illustrated*, *National Geographic* and *U.S. News and World Report*.

BOOK REVIEWS AND CATALOGS

Readers are informed about new books and services through *Talking Book Topics*. This bimonthly publication announces newly released books and includes information on related library services. Readers may also order catalogs of available titles and special subject bibliographies.

SPECIAL EQUIPMENT

Special cassette and record players needed to play the talking books and magazines, which are recorded at slower than conventional speeds, are loaned indefinitely to readers. In addition, special equipment and accessories are available for individuals with special needs.

SERVICE FOR INSTITUTIONS

Talking book services in institutions can be handled in two ways: (1) each eligible reader in the institution may be registered to receive individual talking book service; or, (2) the institution itself may register to receive talking books. The following information may help you decide which is best for your institution. Please use the yellow application form to obtain talking book services for specific individuals, and the orange application form for talking book services for the institution.

INDIVIDUAL SERVICE

Most talking book readers in institutions are registered for individual service. A separate application form is completed for each eligible individual, and our library maintains a separate record of their individual reading interests and service preferences. These individuals can choose the particular talking books which they wish to read from our catalogs, independently or with the help of a friend, relative, teacher, or caregiver; or we can select the books for them based on the specific reading interests noted on their application forms. Individual readers are issued their own talking books and equipment (which may not be transferred to other readers), and the books are sent to their personal attention. Use yellow application forms for individual service.

INSTITUTIONAL SERVICE

Institutions which are registered to receive talking book services receive talking book equipment and a rotating collection of talking books. These books and equipment may be kept in a common room for use by eligible individuals, or may be issued to eligible individual readers by the institution. Institutional service enables the institution to maintain its own in-house lending library, to try out talking books with potential readers, and to utilize talking books in group activities.

With institutional service, the talking books and equipment may be used by any eligible individual in the institution. The institution maintains its own list of eligible individuals. (In the case of public schools serving eligible individuals, an updated list must be submitted on an annual basis and each student must be individually certified.)

The institution designates a staff member to serve as contact person and liaison with LITBL. The contact person receives a handbook, selects the books for the institution if s/he wishes to do so, exchanges them for new books on a regular basis, and makes sure they are used properly. Use an orange application form for institutional service.

Please note that an institution may be registered for institutional service, while some individuals within the institution may also be registered for individual service.

RELATED LIBRARY SERVICES

In addition to the loan of recorded books and magazines, LITBL provides many related library services to support the needs of residents on Long Island who have disabilities. These include:

- **Bimonthly newsletter** in large print and on cassette.
- **Volunteers to record** pamphlets, brochures, articles, job-related publications, etc.
- **READ Center** (Reading Equipment, Aids and Devices) at the Long Island Talking Book Library in Bellport featuring displays of magnification aids, bookholders and related devices.
- **Information and referral services** to help talking book readers, local libraries and community organizations locate needed resources and services relating to disabilities.
- **Disability collection** - print books, pamphlets, magazines, and audio visual materials available through local public libraries.
- **Scores, instruction and magazines about music** from the National Library Service for the Blind and Physically Handicapped.
- **Maps** (large print and tactile).
- **Braille** materials from the Andrew Heiskell Library for the Blind and Physically Handicapped.
- **Braille writing devices** (manual and computer).
- **Print/braille** children's books (small demonstration collection).
- **"Bi-Folkal Kits,"** multi-media, multisensory kits with a reminiscence theme, for group programming in nursing homes and related institutions, available through local public libraries.