

## Application for Free Library Service: Individuals

Please complete this application, print it out, have it signed by the certifying authority, and return by mail, email, or fax to the Minnesota Braille and Talking Book Library at: 400 NE Stinson Blvd, Minneapolis, MN 55413-2614; Fax: 507-384-6868; Email: [mn.btbl@state.mn.us](mailto:mn.btbl@state.mn.us).

### Contact Information:

#### Please print or type

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

Facility Name \_\_\_\_\_

Street/Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Please list an alternative contact if you cannot be reached for an extended period:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Veterans:** Persons who are blind or have a print disability who have been honorably discharged from the United States military receive preference in the lending of books, recordings, playback equipment, musical scores, instructional texts, and specialized materials (Public Law 89-522).

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

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

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

**NOTE:** Personal information is confidential except for those portions defined by law as public information. To learn what information provided on this application form may be released to other individuals, institutions, or agencies, please consult the agency to which you are submitting this application.

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

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

1. An individual who is blind or has a visual impairment that makes them unable to comfortably read print books.
2. An individual who has a perceptual or reading disability.
3. An individual who has a physical disability that makes it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book.

Please see [www.loc.gov/nls/about/eligibility-for-nls-services](http://www.loc.gov/nls/about/eligibility-for-nls-services) for the full eligibility terminology.

### **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, case worker, counselor, rehabilitation teacher, certified reading specialist, school psychologist, superintendent, or librarian).

### **To be completed by Certifying Authority**

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

Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I certify that this applicant is eligible for NLS services.

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

***Signature Required. A typed or handwritten signature is acceptable after certifying data is completed.***

## Service delivery for library materials (check all that apply)

**BARD (Braille and Audio Reading Download)** is a web-based, password-protected service that provides access to thousands of audio and braille books, magazines, and music scores available from NLS. The service is available as an application on a Windows or Mac computer or on an iOS or Android device. The mobile application, known as BARD Mobile, includes built-in playback capability so you can enjoy talking books anytime, anywhere.

**An active email address required. Please include an active email address on page one of the application.**

**Mobile App.** I will use my own smart device to download materials.

**Windows or Mac computer.**

Send digital talking book player so I can download to flash drives/cartridges.

**Talking (audio) books and/or magazines on cartridges/flash drives sent by mail via USPS.**

Send digital talking book player.

**Hardcopy braille books/magazines by mail via U.S. Mail.**

**eBraille books and magazines via BARD.**

Send braille eReader.

**eBraille on cartridges by mail via U.S Mail.**

Send braille eReader.

**Large print books and/or magazines.**

**Music Materials** - Music appreciation/braille or large-print scores/ instructional talking books and magazines on cartridge/flash drive. (**Note:** The NLS Music program does not provide commercially recorded music for recreational listening.)

## Accessories for digital talking book player

**Headphones** (Over the ear style.)

**High volume player and headphones**

(Solely for use by readers with profound hearing loss. Requires separate application.)

**USB Breath Switch** (Issued only to readers unable to use player buttons; Requires separate application.)

**USB cartridge cable** (Connect cartridges directly to your computer so you can easily transfer digital talking book files from your computer to your cartridges.)

**USB flash drive adapter** (Allows flash or thumb drives to lay flat alongside the player instead of sticking out.)

**How did you learn about the NLS free library service? Check up to three:**

Veterans Affairs/Defense Health Agency  
School  
Friend/Family  
Consumer/Support Group  
TV Ad  
Other Ad (specify) \_\_\_\_\_  
Other (specify) \_\_\_\_\_

Other Health Care Professional  
Vocational Rehabilitation Center  
Public Library  
Event/Expo  
Radio Ad  
Internet/social media:  
(specify) \_\_\_\_\_

**Reading Preferences (Note: Complete only if you request to receive books by mail via U.S. Mail. Please select only one option.)**

**Do not select books for me.** If you select this option, you will have to contact the library to receive materials or place requests via our online library catalog.

**Please select and mail books to me via USPS.** Please check all the types of books or subjects you prefer from the following categories. You can also place requests via our online library catalog.

- |                      |                         |                        |
|----------------------|-------------------------|------------------------|
| Adventure            | Bestsellers/Fiction     | Bestsellers/Nonfiction |
| Biography            | Christian Fiction       | Classics               |
| Historical Fiction   | History (U.S. or World) | Mystery/Detective      |
| Psychology/Self-Help | Romance                 | Science Fiction        |
| Suspense             | War/War Stories         | Westerns               |

Please indicate additional titles, authors, genres, or topics:

**Age Range:**      Adult Titles      Young Adult Titles      Children's Titles, Grade: \_\_\_\_\_

**Please do not send books that contain any of the following (check all that apply):**

- |                              |                                   |                          |
|------------------------------|-----------------------------------|--------------------------|
| Strong language              | Violence                          | Descriptions of sex      |
| Some strong language         | Some violence                     | Some descriptions of sex |
| Explicit descriptions of sex | Some explicit descriptions of sex |                          |

I am interested in receiving books in languages other than English (please list other languages): \_\_\_\_\_

## ADDITIONAL SERVICES

An approved **Application for Free Library Service** entitles you to use all the additional services available from both the **Minnesota Braille and Talking Book Library** in Minneapolis and **State Services for the Blind's Communication Center** in St. Paul. **Check all the services that you want.**

**Web Catalog Access.** An online catalog (<https://mn1a.klas.com/>) to find, discover and request titles you want mailed to you. BARD users can download books from within this catalog. You will be provided a username that is based on your first and last name and a password.

**Radio Reading Service, 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.

**Radio Talking Book News.** Monthly featured books airing on Radio Talking Book.

Audio (**requires the digital talking book player**)                      Braille                      Large Print

**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 Minneapolis, or other national sources, books may be transcribed into digital, braille and large print 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.

**Bi-monthly catalogs.** A listing of new audio or braille titles.

**Talking Book Topics** lists new audio books. **Audio cartridge only and requires the digital talking book player.** Can also access online at [www.loc.gov/nls](http://www.loc.gov/nls) or via BARD.

**Braille Book Review** lists new braille books. **In hardcopy braille only by mail.** Can also access online at [www.loc.gov/nls](http://www.loc.gov/nls) or via BARD.

**MBTBL Newsletter:** Audio (**requires the digital talking book player**)

Braille

Large Print

Email

**Descriptive DVD:** DVDs with added narration. DVD player not provided.

## **Return of Equipment**

If the equipment is not being used for reading material provided by the National Library Service for the Blind and Print Disabled, the Minnesota Braille and Talking Book Library or the Communication Center or needs repair, return it to the Communication Center, 2200 University Ave W, Ste 240, Saint Paul, MN 55114. **To request replacement equipment, please contact us before returning.**

## **Where to Send Application:**

You can mail, email, or fax the completed, certified, and signed application to the Minnesota Braille and Talking Book Library at: 400 NE Stinson Blvd, Minneapolis, MN 55413-2614; Email: [mn.btbl@state.mn.us](mailto:mn.btbl@state.mn.us); Fax: 507-384-6868.

## **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 Print Disabled.

## **For additional information, contact:**

**Minnesota Braille and Talking**

OR

**Communication Center**

**Book Library**

2200 University Ave W #240

400 NE Stinson Blvd

St. Paul, MN 55114-1840

Minneapolis, MN 55413-2614

1-800-722-0550 (toll-free)

507-333-4828 (local)

1-800-722-0550 (toll-free)

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