

Application for Free Library Service

SCHOOLS

Andrew Heiskell Braille and Talking Book Library
40 West 20th Street, New York, NY 10011-4211
(212) 206-5400; (212) 206-5425 (24-hour voicemail); (212) 206-5458 (TDD)
email: ahlbph@nypl.org webpage: www.nypl.org/locations/heiskell

Please fill out the form completely and print clearly and return it to the library with the school administrator's original signature.

NAME OF SCHOOL: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TEACHER'S NAME: _____ ROOM #: _____

PHONE (SCHOOL): _____ *(OTHER): _____

* If you are not permanently at the school, please provide your home or cell phone number. Thank you.

This application is a library record and, as such, is subject to the confidentiality provisions of Section 4509 of New York Civil Practice Law and Rules as well as the Privacy Policy of The New York Public Library (available on the Library's web site at www.nypl.org).

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

Please enter the names of all eligible students. **In order for them to receive service in the school they must be registered individually with the library.** Include interest and listening levels, as this will help us select appropriate materials. Please attach a list of additional names if space below is not sufficient.

Names	Media Selection*	Interests/Listening Levels

*Media Selections: Braille or Audio

Reading Preferences

- ☐ Please do not select books for my class. Send only titles I request.
- ☐ Please select reading materials for my class on a regular basis from the student profiles above. (I may also select specific titles whenever I wish.)

Services Requested

Each classroom serving eligible students may have a Digital Audio Player. How many classrooms will be served? _____

___ Digital Audio with Player

___ Cassettes with Player (for older titles, catalogs, and magazines)

The following accessories are available for the cassette player:

___ Amplifier (special application needed with a signature from an Audiologist).

___ Extension levers for cassette machine (for students unable to press the button controls).

To Be Completed By the School Administrator

I certify that the school named enrolls students who are unable to read or use standard printed material because of blindness, visual impairment, physical disability or reading/learning disability. I further certify that the reading materials and equipment borrowed will be used by these students only and that these individual students have been registered with the Andrew Heiskell Library Braille and Talking Book Library.

Please print clearly or type.

Administrator's Name: _____

Title: _____

Phone: _____

Signature*: _____ Date: _____

*Only an original signature is acceptable.

Please Note: Service is available for the September – June school year only unless you inform us that the school has a summer session. A form will be enclosed with the welcome packet to let us know. Thank you.

**The Library of Congress
National Library Service for the Blind & Physically Handicapped**

U.S. Federal Government regulations governing library service to blind, physically, handicapped, and reading disabled person.

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 standard reading material.**
 - (b) Persons certified by competent authority as unable to read or unable to use standard print 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 printed material normally.**

- B) In cases of blindness, visual disability or physical limitations, “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, counselors, rehabilitation teachers, and superintendents). In absence of any of these, professional librarians or any person whose competence under specific circumstances is acceptable to the Library of Congress may make certification.**
- C) In 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) 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.**
- E) INSTITUTIONS (Schools, BOCES): Public and Private schools and libraries may also use this free library service. Students in schools must be certified as eligible by competent authority, as defined in this document, and must be the direct and only recipients of this service.**