Application for Free Library Service: Institutions

Missouri Secretary of State
Wolfner Library
PO Box 387, 600 West Main
Jefferson City, MO 65102-0387 Telephone (800) 392-2614

Please print or type:

Name of Institution _____

Contact Person _____

Street Address _____
(number) (street name or route)

City _____ State _____ Zip Code _____

County _____ Phone: ( ) _____
(extension)

Institution E-mail Address _____

Type of Institution

☐ Hospital

☐ Nursing Home

☐ School (a listing of student names and disabilities must be provided each school year; each student must be individually registered and certified. In case of a student with a reading disability, certification must be made by a doctor of medicine or osteopathy who may consult with colleagues in associated disciplines.)

☐ Other _____

Qualified readers must be residents of the United States, including the 50 states, territories, insular possessions, and the District of Columbia, or American citizens temporarily living abroad.

To be completed by certifying authority

(see definitions of "certifying authority" below)

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

Please print or type:

Name _____

Title/Occupation _____

Street Address _____ Phone ( ) _____

City, State _____ Zip+4 _____

Signature _____ Date _____

Definition of "Certifying Authority"

1. In cases of **blindness, visual impairment, or physical disability**, certifying authorities include doctors of medicine or osteopathy, optometrists, registered nurses, nurse practitioners, physician assistants, therapists, professional staff of hospitals, institutions, and public agencies (e.g., social workers, counselors, or rehabilitation teachers). 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.

2. In the case of a **reading disability**, the certifying authority must be a doctor of medicine or osteopathy who may consult with colleagues in associated disciplines.

Books, Equipment, and Other Services

Please check those you wish to receive:

- ☐ **Talking Books on digital cartridge and a digital player.** Easy to use digital player, plays Library of Congress cartridges.
- ☐ **Braille and Audio Reading Download (BARD).** Send instructions on how to register and download talking books from the BARD web site to use with the digital player or select devices.
- ☐ **Braille Books**
- ☐ **Descriptive DVDs:** for residential facilities only.
- ☐ **Magazines:** a catalog for magazine selection will be sent.
- ☐ **Music:** **not** music for listening, but instructional recordings and braille or large print music scores and magazines.
- ☐ **NFB - NEWSLINE Service:** audio newspaper service.
- ☐ **Large Print Books:** for all ages.
- ☐ **Games:** print-braille board games and card games for all ages.

Machine Accessories

Special accessories for players are available; please check those needed:

- ☐ **High-volume player and headphones:** (issued solely for use by readers with profound hearing loss; ask for a separate application).
- ☐ **Breath switches:** (for readers who have little or no use of their hands).
- ☐ **Headphones**
- ☐ **Pillow speaker:** (for readers confined to bed).

Reading Preferences

Select the type of book service you desire**:**

☐ **We only want to select our own books.** We will send the library requests from catalogs, "Talking Book Topics," "Braille Book Review," or other sources.

☐ **We would like the library to select books for us when our requests are not available. Our reading interests are:**

- ☐ Adventure
- ☐ Biographies
- ☐ Best Sellers, Fiction
- ☐ Best Sellers, Nonfiction
- ☐ Christian Fiction
- ☐ Classic
- ☐ Cooking
- ☐ Disabilities _____
- ☐ Fantasy
- ☐ Family interests
- ☐ Family Sagas
- ☐ Government/Politics
- ☐ Gentle and Nostalgic Fiction
- ☐ Gothic Novels
- ☐ Government/Politics
- ☐ Health _____
- ☐ Historical Fiction
- ☐ History, Foreign
- ☐ History, United States
- ☐ History, U.S. Frontier
- ☐ History, Missouri
- ☐ Horror Stories
- ☐ Humor
- ☐ Music, Books About
- ☐ Mysteries
- ☐ Plays and Drama
- ☐ Poetry
- ☐ Religion _____
- ☐ Romance Novels
- ☐ Science Fiction
- ☐ Sciences
- ☐ Sports
- ☐ Sports Fiction
- ☐ Spy and Espionage Novels
- ☐ Suspense
- ☐ Travel
- ☐ True Crime
- ☐ War, Fiction
- ☐ War, Nonfiction
- ☐ Westerns
- ☐ Other(s)_____

_____

We <u>do not</u> wish to receive books that contain:

- ☐ Violence
- ☐ Explicit descriptions of sex
- ☐ Strong language
- ☐ Adult-reading level material
- ☐ Young adult material
- ☐ Children's material
- ☐ Narrator with an accent

The reading levels most appropriate for the clients we serve:

- ☐ Preschool-grade 2
- ☐ Kindergarten-grade 3
- ☐ Grades 2-4
- ☐ Grades 3-6
- ☐ Grades 4-6
- ☐ Grades 5-8
- ☐ Grades 6-9
- ☐ Jr. & Sr. High
- ☐ High School
- ☐ Adult

Our preferred language for reading is:

☐ English ☐ Other(s) _____

Agreement

It is the responsibility of the institution requesting this service to:

1. Return library materials and machines to Wolfner Library when they are no longer being used.
2. Notify the library of any change in address, telephone number, or contact person.
3. Take reasonable care of materials and machines.
4. Borrow at least one book or magazine per year.
5. Read and return books within six weeks of their receipt, to allow others the opportunity to read.
6. Maintain an accurate listing of patrons using the service and number and location of Wolfner machines and accessories at your facility.

The staff member who will be responsible for the program at the institution must sign below. I understand the above responsibilities and agree to follow them.

Signature _____

Wolfner Library is a division of the Office of the Secretary of State and the Missouri State Library and is in the National Library Service/Library of Congress cooperative network.

Email address if you would like to receive Wolfner news electronically.

_____ @ _____

Please mail, FAX or email this completed application to:

Wolfner Library
PO Box 387
Jefferson City, MO 65102-0387
FAX: (573) 751-3612
Email: wolfner@sos.mo.gov

Notes to Applicant

Once your application is received, the library will send additional information concerning services. This will include one or more of the library's latest catalogs for ordering books, the equipment you requested, and a user's handbook. The library will also process your subscription to "Talking Book Topics" and/or "Braille Book Review," which will be mailed directly to your residence. This will let you know about the latest books at the library.

If you have any questions concerning this information, or need additional assistance in completing this application form, please call Wolfner Library at:

(800) 392-2614, toll-free in Missouri or (573) 751-8720
FAX (573) 751-3612
Email: wolfner@sos.mo.gov
Home page: www.sos.mo.gov/wolfner/

Wolfner Library is open to the public during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and is closed on Missouri state holidays. After hours, patrons may call the library toll free at (800) 392-2614 and leave a message. The library is located inside the James C. Kirkpatrick State Information Center at 600 W. Main St. in Jefferson City.

The machines and special attachments are supplied to eligible persons on extended loan. If this equipment malfunctions, please call the library for instructions for returning it. If the equipment is no longer being used in conjunction with the recorded materials from Wolfner Library and the Library of Congress, it must be returned to Wolfner Talking Book and Braille Library.

Confidentiality

The information required on this application pertains to eligibility for and establishment of free library services for blind and physically impaired individuals.

This information is required by the National Library Service for the Blind and Physically Handicapped of the Library of Congress to fulfill the requirements of Public Law 89-522. Complete and accurate information will speed the application process.

This application is a library record, and as such its information is considered to be confidential in accordance with Section 182.817 *Revised Statutes of Missouri*.