



# Application for Free Library Service: Individuals

John R. Ashcroft, Secretary of State  
Wolfner Library  
PO Box 387, Jefferson City, MO 65102-0387  
Telephone: (800) 392-2614

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## Please print or type:

Applicant's Name \_\_\_\_\_  
(first) (middle) (last)

Street Address \_\_\_\_\_  
(number) (street name or route) (apartment or box number)

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

County \_\_\_\_\_ Phone: home ( ) work ( )

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ (Month/Day/Year) Gender:  Male  Female

Veterans, please check here if you have been honorably discharged from the Armed Forces of the United States. By law, preference in lending of books and equipment is given to veterans.

Students, pre-K to 12th grade, please check here if you wish to receive materials at school **only**.

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## Eligibility and Certification

Please check the primary disability preventing you from reading standard print:

**Blindness** Visual acuity of 20/200 or less in the better eye with correcting lens, or the widest diameter of visual field is no greater than 20 degrees.

**Visual Impairment** Inability to read standard printed materials without special aids or devices other than regular glasses.

**Physical Disability** Inability to read or use standard printed materials as a result of physical limitations, e.g., paralysis, lack of arms or hands, extreme weakness

- Reading Disability** Disability must be physically based (an organic dysfunction) and of sufficient severity to prevent reading regular or standard printed materials in a normal manner. **Application must be signed by a doctor of medicine or osteopathy.**

In addition to any of the previously indicated conditions, do you also have a hearing loss? If yes, please indicate the degree:

- Moderate** (some hearing loss)                       **Profound** (major hearing loss)

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 applicant named has requested library service and is unable to read or use standard printed material for the reason indicated on the previous page.

Please print or type:

Certifier’s 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.
3. A family member is **not** eligible to sign this application as a certifying authority.

## **Books, Equipment, and Other Services**

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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**
- 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.
- Descriptive DVD Service:** DVD videos with added narration.
- 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**

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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

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Select the type of book service you desire:

- I only want to select my own books.** I will send the library requests from catalogs, "Talking Book Topics," "Braille Book Review," or other sources.
- I would like the library to select books for me when my requests are not available. My reading interests are:**

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

**I do not wish to receive books that contain:**

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

**The reading level most appropriate for me is:**

- |   |   |
|---|---|
| <input type="checkbox"/> Preschool-grade 2    | <input type="checkbox"/> Grades 5-8     |
| <input type="checkbox"/> Kindergarten-grade 3 | <input type="checkbox"/> Grades 6-9     |
| <input type="checkbox"/> Grades 2-4           | <input type="checkbox"/> Jr. & Sr. High |
| <input type="checkbox"/> Grades 3-6           | <input type="checkbox"/> High School    |
| <input type="checkbox"/> Grades 4-7           | <input type="checkbox"/> Adult          |

**My preferred language for reading is:**

- English       Other(s) \_\_\_\_\_

Please give the name of a relative or close friend to be contacted if you cannot be reached for an extended period. The person should not live in the same household.

Name \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

If you have received this service from any other library for the blind and physically handicapped, please provide the following information:

Library Name \_\_\_\_\_

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

### **Applicant Agreement**

It is the responsibility of the library user to:

1. Return library materials and machines to the Wolfner Library when they are no longer being used.
2. Notify the library of any address or telephone number changes.
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.

I understand the above responsibilities and agree to follow them.

\_\_\_\_\_  
Signature of applicant (**Parent if applicant is a minor.**)

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

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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](mailto:wolfner@sos.mo.gov)**

**Home page: [www.sos.mo.gov/wolfner/](http://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

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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*.

