

# Application for Free Library Service: Institutions



ABLE Library  
Vermont Department of Libraries  
60 Washington Street, Suite 2, Barre, VT 05641  
Telephone (802) 636-0020 or (800) 479-1711  
lib.ablelibrary@vermont.gov



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## Please print or type:

Name of Institution \_\_\_\_\_

Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

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

County \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Institution E-mail Address \_\_\_\_\_

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## 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.)

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 \_\_\_\_\_

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### Definition of “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).

## 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**

**Descriptive DVDs:** for residential facilities only.

**Magazines**

**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.

## 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:

**We only want to select our own books.**

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

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

**We do not 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	Grades 5-8
Kindergarten-grade 3	Grades 6-9
Grades 2-4	Jr. & Sr. High
Grades 3-6	High School
Grades 4-7	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 the ABLE 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. Maintain an accurate listing of patrons using the service and number and location of the ABLE Library 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 \_\_\_\_\_

The ABLE Library is a division of the Vermont Department of Libraries and is in the National Library Service/Library of Congress cooperative network.

Email address if you would like to receive ABLE Library news electronically:

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Please mail or email this completed application to:

**ABLE Library**  
**Vermont Department of Libraries**  
**60 Washington Street, Suite 2**  
**Barre, VT 05641**  
**Email: [lib.ablelibrary@vermont.gov](mailto:lib.ablelibrary@vermont.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 equipment you requested.

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

**(800) 479-1711, toll-free or (802) 636-0020**

**Email: [lib.ablelibrary@vermont.gov](mailto:lib.ablelibrary@vermont.gov)**

**Home page: <https://able.vermont.gov>**

The ABLE Library is open for appointments during the hours of 7:45 a.m. to 4:30 p.m., Monday through Friday, and is closed on Vermont state holidays.

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 the ABLE Library and the Library of Congress, it must be returned to the ABLE Library.

## Confidentiality

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The information required on this application pertains to eligibility for and establishment of free library services for people with temporary or permanent low vision, blindness, or a physical, perceptual, or reading disability that prevents them from using regular print materials.

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

Application information is confidential and will be used only in relation to your library service.

