



## Application for Free Library Service: Institutions

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

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### Please print or type:

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

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code + 4 \_\_\_\_\_

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

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. 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 \_\_\_\_\_

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### Users

Number of persons unable to read or use standard printed material who will be served:

Talking book readers \_\_\_\_\_ Braille readers \_\_\_\_\_

Do any of the persons using the talking books 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 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 \_\_\_\_\_

(Signature must be original. We cannot accept fax or photocopy.)

**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

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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 over the Internet from the BARD web site to use with the digital player.
- Talking books on cassette and a cassette player.** Standard cassette player, plays 15/16 ips, 4-track Library of Congress cassettes.
- 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 Video Service:** VHS videos with added narration (play on VCR).
- Descriptive DVD Service:** DVD videos with added narration (play on DVD player).
- NFB - NEWSLINE Service:** telephone newspaper service.
- Large Print Books:** for children and teenagers.

## Machine Accessories

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

- Amplifier** (solely for use by readers with profound hearing loss—requires a special application which will be sent to you).
- Extension lever for cassette player** (assists readers with limited use of their hands in operating the standard cassette player controls).
- Headphones** (only for patrons with a hearing loss, or for patrons residing in a group setting where headphones are necessary for private listening).
- Pillow speaker** (for readers confined to bed).
- Remote control** (assists readers with limited use of their hands in turning the standard cassette machine on and off—requires a special application which will be sent to you).
- Breath switch** (for use with the remote control unit for readers who have little or no use of their hands).

## Reading Preferences

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Select the type of book service you desire (**choose only one**):

- 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.
- In addition to our book selections, we would like the library to select books for us when our requests are not available. Our reading interests are:**

- |   |   |
|---|---|
| <input type="checkbox"/> Adventure                    | <input type="checkbox"/> Biographies                    |
| <input type="checkbox"/> Government/Politics          | <input type="checkbox"/> Radio Plays and Dramatizations |
| <input type="checkbox"/> Health                       | <input type="checkbox"/> Best Sellers, Fiction          |
| <input type="checkbox"/> Disabilities                 | <input type="checkbox"/> Best Sellers, Nonfiction       |
| <input type="checkbox"/> Family Interests             | <input type="checkbox"/> Classics                       |
| <input type="checkbox"/> History, World               | <input type="checkbox"/> Fantasy                        |
| <input type="checkbox"/> History, United States       | <input type="checkbox"/> Gothic Novels                  |
| <input type="checkbox"/> History, U.S. Frontier       | <input type="checkbox"/> Historical Novels              |
| <input type="checkbox"/> History, Missouri            | <input type="checkbox"/> Romance Novels                 |
| <input type="checkbox"/> Cooking                      | <input type="checkbox"/> Mysteries                      |
| <input type="checkbox"/> Humor                        | <input type="checkbox"/> Espionage Novels               |
| <input type="checkbox"/> Music, Books About           | <input type="checkbox"/> Horror Stories                 |
| <input type="checkbox"/> Plays and Drama              | <input type="checkbox"/> Science Fiction                |
| <input type="checkbox"/> Poetry                       | <input type="checkbox"/> War, Fiction                   |
| <input type="checkbox"/> Suspense                     | <input type="checkbox"/> Religion _____                 |
| <input type="checkbox"/> Westerns                     | <input type="checkbox"/> Sciences                       |
| <input type="checkbox"/> Gentle and Nostalgic Fiction | <input type="checkbox"/> Sports                         |
| <input type="checkbox"/> Sports Fiction               | <input type="checkbox"/> Travel                         |
| <input type="checkbox"/> Christian Fiction            | <input type="checkbox"/> War, Nonfiction                |
| <input type="checkbox"/> Family Sagas                 | <input type="checkbox"/> 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:**

- |   |   |
|---|---|
| <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 4-6           | <input type="checkbox"/> 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.

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Please mail this completed application to:

**Wolfner Library**  
**PO Box 387**  
**Jefferson City, MO 65102-0387**

## **Notes to Applicant**

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Mail (do not fax) your application to the library. 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 users handbook. The library will also process your subscription to "Talking Book Topics" and/or "Braille Book Review," which will be mailed directly to your institution. 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**

**(573) 751-8720**

**FAX (573) 526-2985**

**TDD (800) 347-1379, toll free in Missouri**

**E-mail: [wolfner@sos.mo.gov](mailto:wolfner@sos.mo.gov)**

**Home page: [www.mo.gov/wolfner/](http://www.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. Visitors are welcome to visit the library, in the Missouri State Information Center, located at 600 West Main, 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 to return. 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 Library for the Blind and Physically Handicapped.

## **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 Missouri Revised Statute 182.817.