

# Application for Free Library Service INSTITUTIONS

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

Please fill out completely and print clearly, and return to the library with the certifier's original signature.

INSTITUTION NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OF STAFF MEMBER WHO WILL BE RESPONSIBLE FOR THIS SERVICE:

\_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## Number of people who will be served by:

Recorded Books and Magazines: \_\_\_\_\_ Braille Books and Magazines: \_\_\_\_\_

## Interest level (You may check more than one.)

Adult       Teenage       Child (grade level) \_\_\_\_\_

## Equipment (You may check more than one.)

- Digital Audio with playback machine  
 Cassette books with playback machine (For older titles catalogs, and magazines)

## Accessories for Cassette Player (Optional, you may check more than one.)

- Amplifier (special application needed with a signature from an audiologist)  
 Extension Levers for cassette machine       Headphones

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.

**Newsletter format**     large print     cassette     braille     email  
**Catalog format**     large print     cassette     braille

**Language preferences**

Do you wish to receive English-language materials?     yes     no  
 List other languages you wish to receive: \_\_\_\_\_ (Only Spanish is available in digital audio format at this time.)

**Reading preferences (check one)**

Please do not select books for me. Send only titles I request.  
 Please select reading materials for me on a regular basis from the categories I've checked below. (I may also select specific titles whenever I wish.)

**Fiction**

<input type="checkbox"/> Adventure	<input type="checkbox"/> Historical	<input type="checkbox"/> Romance	<input type="checkbox"/> Westerns
<input type="checkbox"/> Animal stories	<input type="checkbox"/> Jewish heritage	<input type="checkbox"/> Science fiction	<input type="checkbox"/> Other
<input type="checkbox"/> Best sellers	<input type="checkbox"/> Literary classics	<input type="checkbox"/> Short stories	_____
<input type="checkbox"/> Black heritage	<input type="checkbox"/> Mysteries	<input type="checkbox"/> Sports stories	_____
<input type="checkbox"/> Gothics	<input type="checkbox"/> Occult	<input type="checkbox"/> War stories	_____

**Non-Fiction**

<input type="checkbox"/> Adventure	<input type="checkbox"/> Current events	<input type="checkbox"/> About music	<input type="checkbox"/> Science
<input type="checkbox"/> Animals	<input type="checkbox"/> Disabilities	<input type="checkbox"/> Plays	<input type="checkbox"/> Sports
<input type="checkbox"/> Best sellers	<input type="checkbox"/> Fine arts	<input type="checkbox"/> Poetry	<input type="checkbox"/> True Crime
<input type="checkbox"/> Biography	<input type="checkbox"/> Health	<input type="checkbox"/> Psychology	<input type="checkbox"/> War / Military
<input type="checkbox"/> Black heritage	<input type="checkbox"/> History	<input type="checkbox"/> Religion	<input type="checkbox"/> Other
<input type="checkbox"/> Business	<input type="checkbox"/> Humor	(specify)	_____
<input type="checkbox"/> Cooking	<input type="checkbox"/> Jewish heritage	_____	_____

**Please note: The following restrictions are optional (check only if applicable).**

I do not wish to receive books with:     Violence     Sex     Strong language

**By law, preference in lending books and equipment is given to veterans. Check here if honorably discharged from the U.S. Armed Forces.**

## Certification of Disability

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

NAME OF INSTITUTION DIRECTOR: \_\_\_\_\_

SIGNATURE\*: \_\_\_\_\_ DATE: \_\_\_\_\_

\*An original signature is required.

In the case of a reading disability resulting from organic dysfunction, certification must be made by a doctor of medicine. If applicable, please indicate below the name of the physician who certified these persons.

PHYSICIAN'S NAME\*: \_\_\_\_\_

\*An original signature is required.

Specific eligibility requirements include one or more of the following criteria, which must be documented by a certifying authority such as a physician, nurse, optometrist, therapist, hospital or nursing home professional, social worker, or librarian.

1. **Blind** persons whose visual acuity 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. **Visually impaired** persons who, with correction and regardless of optical measurement, are unable to read standard print material.
3. **Physically disabled** persons who are unable to hold or handle standard print material. Please specify the disability: \_\_\_\_\_
4. **Reading disability**, resulting from an organic dysfunction and of sufficient severity to prevent the applicant from reading standard print material in a normal manner. Important: This condition must be documented by a doctor of medicine.

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](http://www.nypl.org)).

People who, for physical reasons, are unable to use standard print are eligible for this service.