

**Return Application to:**  
3350 Michael Ave SW  
Wyoming MI 49509  
**Phone:** 616.784-2007  
**Toll-free:** 877.243.2466  
**Email:** tbbcstaff@kdl.org  
**Website:** kdl.org/services/tbbc



## Application for Free Library Service: Institutions

Audiobooks and Braille materials are available to those who are unable to read standard print as a result of blindness, visual impairment or physical limitations. See eligibility criteria definitions on page 2. All records pertaining to this service remain confidential, as required by the Michigan Library Privacy Act.

**Please print or type:** **Date** \_\_\_\_\_

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

### Send Materials to the attention of:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

### Certification

I certify that the named institution serves persons who are unable to read or use regular printed material due to blindness or other visual or physical limitations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Please print or type (if different from above):

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Organization \_\_\_\_\_

Kent District Library Talking Book & Braille Center serves eligible patrons residing in Kent, Ionia, and Montcalm Counties, under the direction of the Braille & Talking Book Library in Lansing, Michigan, and is a member of the National Library Service for the Blind & Print Disabled in Washington, DC.

# Eligibility

The requirements for eligibility for TBBC services are defined as:

**Blindness:** Visual acuity of 20/200 or less in the better eye with correction glasses or the widest diameter of visual field subtending an angular distance no greater than 20 degrees.

**Visual Impairment:** Unable to read standard printed materials without special aids other than regular glasses.

**Physical Disability:** Unable to hold a book or turn pages as a result of weakened muscle or nerve control due to strokes, arthritis, multiple sclerosis, polio, or other physical conditions that impair the use of arms or hands.

**Deaf-Blindness:** Severe auditory impairment in combination with legal blindness.

**Reading Disability:** Organic dysfunction, such as dyslexia, of sufficient severity to prevent reading.

# Materials

**Format of Material** (check all that apply)

- Talking Books       Braille       Described DVDs  
 Magazines       Downloadable Books (BARD)

## Equipment

- Digital Talking Book Player(s): \_\_\_\_\_ (# - maximum of 5)  
 Headphones: \_\_\_\_\_ (#)

## Return of Equipment

Playback equipment and accessories are supplied to eligible persons on extended loan. If this equipment is not being used for reading recorded material provided by the Library of Congress and its Cooperating libraries, please return it to the issuing agency by mail using Free Matter for the Blind postage.

# Reading Preferences

## Frequency

- Send/Return: send another book each time one is returned
- On-Demand: books are sent **only** when requested and the library is notified
- Send \_\_\_\_ (#) books:            Weekly            Bi-weekly            Monthly
- Send \_\_\_\_ (#) books on the \_\_\_\_\_ day of every month

## Content (check accepted/preferred level of content in each category)

- |                     |                              |                             |
|---------------------|------------------------------|-----------------------------|
| Strong Language     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Descriptions of Sex | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Violence            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Preferred Reading Level

- Adult                       Young Adult                       Juvenile – Grade level \_\_\_\_\_

## Publication Subscriptions

Talking Book Topics – Bi-monthly catalog of new audiobooks

- Large Print             Audio             Online at loc.gov/nls

Braille Book Review – Bi-monthly catalog of new Braille books

- Large Print             Braille             Online at loc.gov/nls

InFocus – Statewide quarterly newsletter

- Large Print             Braille             Online at michigan.gov/btbl

# Referral

## How did you hear about our program? (*check all that apply*)

- |  |  |
|--|--|
| <input type="checkbox"/> Veterans Affairs Agency               | <input type="checkbox"/> Healthcare Professional |
| <input type="checkbox"/> Friend/Family Member                  | <input type="checkbox"/> TV/Radio Ad             |
| <input type="checkbox"/> Library/Librarian                     | <input type="checkbox"/> Internet/Social Media   |
| <input type="checkbox"/> Other ( <i>please specify</i> ) _____ |  |

As a registered institution with TBBC, the facility is encouraged to lend materials to clients on a temporary basis in order try the program before applying for an individual account.

