



Talking Books Services (TBS) Institutional Application

- Please complete this form in its entirety.
Applications without proper certification are returned to the applicant.
- You may return it postage free by mail by writing “Free Matter for the Blind and Physically Handicapped” where a stamp normally is placed. **We accept mailed, faxed or electronic versions of the completed application.**
- **All applicants are contacted by phone when the application is received.** Service will be started after we contact you.

Please print or type:

Name of Institution: _____

Type of Institution (please check one)

Hospital Nursing Home /Assisted living facility School

Other _____

Contact Person (please print): _____

Mailing Address: _____

Physical Address (if different): _____

Institution Phone: () _____ Contact Phone () _____

Institution E-mail Address: _____

Certifying Signature: _____ **Date:** _____

Please return this page to: South Carolina State Library -Talking Book Services

1500 Senate Street Columbia, SC 29201

Fax: 1-803-734-4610

Email: tbsbooks@statelibrary.sc.gov

Keep the following pages for your records

Responsibilities of applicant:

Institutions will be supplied with one standard and one advanced digital player.

The institution is responsible for all materials checked out under its account. Descriptive videos may not be checked out to institutions. A restricted number of large print books may be checked out to institutions. Materials are due back in one month. Books may be renewed one time.

Types of institutions:

1. Medical and nursing institutions

Medical and nursing institutions are strongly encouraged to register each qualifying patron for his/ her own individual account using an individual application. Temporary or permanent patients in facilities may have their own accounts. If a patron leaves the facility, contact TBS to update the patron information. Individual patrons must qualify for services.

Doctors of medicine, doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; professional staff or administrators of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents) can certify their institution for services.

2. Schools

Schools are required to supply Talking Books Services with a listing of student names and disabilities. These must be need to be provided each school year. Each student must be also individually registered and certified with their own individual Talking Books account with a home address. Students must be certified by the correct authority for their individual disabilities (see below).

The following professionals may sign as a Certifying Authority:

- 1. For legally blind persons; persons with low vision; and persons unable to hold or turn pages due to physical limitations**

Doctors of medicine, doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; professional staff or administrators of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents).

In the absence of any of these, professional librarians or other professionals, whose competence under specific circumstances meet federal requirements, may provide certification.

2. For reading disabilities

In the case of a reading disability from organic dysfunction, certifying authority is defined as doctors of medicine (M.D.) and doctors of osteopathy (D.O.) who may consult with colleagues in associated disciplines. No other signature is accepted for those checking reading disability.

Applications without proper certifying signatures cannot be processed and are returned to the applicant.

Eligibility:

The following persons are eligible for Talking Books Services:

1. Legally blind persons (visual acuity is 20/200 or less in the better eye)
2. Persons with low vision whose best corrected vision does not allow the reading of standard printed material
3. Persons unable to hold or turn pages due to physical limitations
4. Persons having a reading disability resulting from organic brain dysfunction and of sufficient severity to prevent their reading printed material in a normal manner. – MEDICAL CERTIFICATION (signature of an M.D. or an O.D., not Ph.D.) REQUIRED BY FEDERAL LAW.

Lending of Materials and Classes of Borrowers

Eligible readers must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia; or, American citizens domiciled abroad.

1. **Veterans. Preference shall be given at all times** to the needs of the blind and other physically impaired persons who have been honorably discharged from the armed forces of the U.S.

2. **Institutions** Reading materials and playback equipment for the use of qualifying blind and physically impaired persons are loaned to institutions such as nursing homes and hospitals and to schools with students with qualifying disabilities. Contact the library for an institutional application.
3. **Public and private schools.** Public and private schools may use reading materials and playback equipment where **qualified students** are enrolled. Students in public or private schools must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.

Application Submission

Mail to:

South Carolina State Library -Talking Book Services

1500 Senate Street

Columbia, SC 29201

No postage is necessary by writing **“Free Matter for the Blind and Physically Handicapped”** where a stamp normally is placed.

TBS Contact Information:

Call toll-free: 1-800-922-7818

In Columbia: 803-734-4611

Website: <http://sctalkingbook.org/>

Email: tbsbooks@statelibrary.sc.gov

TBS Online Catalog: <http://webopac.klas.com/scbph>

Fax: 803-734-4610

Hours: 8:30 am-5:00 pm, Monday-Friday

Closed on Federal & State Holidays