



**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 is placed on the envelope. We accept mailed, faxed or electronic versions of the completed application.

**Please print or type:**

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

**Type of Institution (please check one)**

- Hospital     
  Nursing Home /Assisted living facility     
  School  
 Hospice     
  Other (please specify) \_\_\_\_\_

**Contact Information**

Primary Contact Person (please print name & title): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Contact Phone (    ) \_\_\_\_\_ Contact email: \_\_\_\_\_

Institution Phone: (    ) \_\_\_\_\_ Institution E-mail: \_\_\_\_\_

Alternate contact (name, phone, email): \_\_\_\_\_

**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](mailto:tbsbooks@statelibrary.sc.gov)

### **Responsibilities of applicant:**

Institutions will be supplied with one digital Talking Book player, if it is to be mailed digital cartridges. The institution is responsible for all materials checked out under its account.

A maximum of 15 physical digital books can be checked out at one time. Digital cartridges are due in 90 days and large print are due back in one month. Books may be renewed one time. A restricted number of large print books may be checked out to institutions. Descriptive videos may not be checked out to institutions.

Institutions with access to devices like iPads or smart phones are strongly encouraged to sign up for our BARD downloading service. There are no limits on books and no overdue dates using BARD.

### **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.

#### **2. Schools**

Schools are required to supply Talking Books Services with a listing of student names and disabilities. These must 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.

### **The following professionals may sign as a 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, caseworker, counselor, rehabilitation teacher, certified reading specialist, school psychologist, superintendent, or librarian).

**Applications without proper certifying signatures will not be processed and are returned to the applicant.**