



SCHOOL APPLICATION

Talking Book Program – Texas State Library and Archives Commission

1-800-252-9605 or 512-463-5458

www.TexasTalkingBooks.org



The School Application form is required at the beginning of each school year. Schools are registered only for the current school year.

About the Program:

The Texas Talking Book Program (TBP) is a joint state and federal service providing unabridged books in alternative formats for Texans of all ages who have disabilities that prevent them from reading standard print. While textbooks are not included, TBP offers over 169,000 books and magazines in digital audio, braille, and large print—many of which can support students' schoolwork.

Eligibility:

To qualify for a school account, at least one student must already be registered for TBP services. TBP materials may not be used by unregistered students. Registered students should not take home any equipment or books loaned to the classroom account.

How to Apply:

Complete the School Application (required each school year).

Return the form by mail to: Talking Book Program, PO Box 12927, Austin TX 78711-2927, or by email: tbp.services@tsl.texas.gov, or by fax: 512-936-0685

Use of Government Property:

NLS program equipment, materials, and products (online and physical) are federal property. Users must use these items only for their intended purpose and return all materials and equipment (including digital cartridges, braille books, playback machines, and accessories) when no longer needed or at the end of the school year.

Personal Information:

Your information is confidential except as required by law. For details on what may be shared, contact us. We use commercially acceptable measures to protect online information but cannot guarantee complete security. If you prefer, submit applications by U.S. mail.

Certification:

By signing the School Application form, the Primary Point of Contact (teacher or librarian) agrees to:

- Only allow registered students to use TBP materials.
- Return books, magazines, and games according to TBP's loan policy (60 days, renewable once).
- Return all materials at the end of the school year or when no longer needed.
- Be responsible for all reading materials and equipment borrowed by the classroom.

INSTITUTIONAL ACKNOWLEDGEMENT FOR NLS SERVICES AND DEVICES REQUIRED FOR INSTITUTIONS SERVING USERS WHO ARE MINORS (UNDER 18 YEARS OLD):

As an institution that serves users who are minors, we acknowledge that such users will receive NLS services and equipment and that the institution will have access to the entire NLS catalog of reading material on their behalf. We acknowledge that we will be responsible for receiving any necessary parental or guardian consent. All materials and equipment (including digital talking-book cartridges, hard-copy braille books, playback machines, and accessories) must be returned when no longer needed.

PLEASE PRINT CLEARLY

Name of Institution (School): _____

Legally Authorized Representative Name: _____
First Middle Initial Last

Legally Authorized Representative Title: _____

Legally Authorized Representative Phone: _____
Work Mobile

Legally Authorized Representative Email: _____

I have the authority to enter into binding agreements on behalf of my institution and, by signing below, I acknowledge the preceding on behalf of my institution.

Legally Authorized Representative Signature _____

Date Signed: _____

Name of Primary Point of Contact: _____
First Middle Initial Last

Job Title/Position: _____

Phone: _____
Work Telephone Mobile Telephone

Email: _____

Start Date of School Year: _____ **End Date of School Year:** _____

Mailing Address of Institution (School): _____

City: _____ **TX Zip:** _____

MEDIA SELECTION

Please check all formats you would like to use in your classroom.

- Digital audio books and magazines on cartridge/flash drive
- Digital audio books and magazines on BARD (Braille and Audio Reading Download); TBP's mobile app/online library
- Hardcopy braille books and magazines
- Hardcopy large print books

REGISTERED STUDENTS: List TBP-registered students in your school classroom who will use TBP materials this school year. For unregistered students, submit individual applications. Copy this page as needed to list additional students

Patron # _____ (TBP only)

Name of Student: _____
First Last

Birth Date of Student: _____ Reading Level of Student: _____
Month/Day/Year

Phone of Student's Parent/Guardian: _____

Home Address of Student: _____

City: _____ TX Zip: _____

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