

**TALKING BOOK PROGRAM**  
Texas State Library and Archives Commission

**INSTITUTIONAL  
APPLICATION**

**Library Services For Print Impaired Persons**

Call toll free 1-800-252-9605 or 512-463-5458 in Austin  
Hours: Mon-Fri 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm  
Fax 512-936-0685 Email: [tbp.services@tsl.texas.gov](mailto:tbp.services@tsl.texas.gov)



The Texas State Library and Archives Commission (TSLAC) provides library services to Texans who are unable to read standard print due to a visual, physical, or reading disability. Institutions serving eligible readers can also participate in this free service. To register, complete the application below and return it to the **Talking Book Program by mail, email, or fax**. Information required for borrowing of Library of Congress materials will be kept confidential.

**PRINT CLEARLY OR TYPE**

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

Address \_\_\_\_\_

*street no. and name*

*suite no.*

**TX**

*city*

*state*

*zip*

**Contact Person\***

*please print*

Phone ( ) \_\_\_\_\_ **Email** \_\_\_\_\_

*area code phone ext.*

**Language**  English  Spanish  Other (*specify*) \_\_\_\_\_

**As designated contact person**, I understand that I am responsible for all reading materials and equipment borrowed by this institution. I certify that books and machines will not be transferred, nor used by persons other than those qualifying for this service based on eligibility criteria on the reverse of this form. I further certify that if, at any time, this institution no longer serves persons who are eligible for library service, all materials and equipment will be returned.

**Signature** \_\_\_\_\_ **Email** \_\_\_\_\_

**Title** \_\_\_\_\_

Please advise TBP if the institution's contact person should change.

**ELIGIBILITY CRITERIA:**

For each category below, indicate the **number** of eligible readers to be served.

- Blindness** Visual acuity of 20/200 or less in the better eye with correcting lenses or the widest diameter of visual field subtending an angular distance no greater than 20 degrees.
- Visual Disability** Inability to read standard printed material without special aids or devices other than regular glasses.
- Physical Disability** Inability to read or use standard printed material as a result of physical limitations, such as paralysis, extreme weakness, missing arms or hands.
- Reading Disability** Organic dysfunction of sufficient severity as to prevent reading printed material in a normal manner; for this category, **the certified authority must be a doctor of medicine or osteopathy** who may consult with colleagues in associated disciplines.
- Deaf and Blind** Hearing impairment is: **moderate**  **profound**

**TO BE COMPLETED BY CERTIFYING AUTHORITY**

“Certifying authority” is defined to include doctors of medicine and osteopathy, ophthalmologists, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, vocational rehabilitation counselors, home teachers, and superintendents). In the absence of any of these, certification ***may*** be made by professional librarians or clergy. **In the case of a Reading Disability, the certifying authority must be a doctor of medicine or osteopathy.** Certifying authorities are not permitted to certify relatives. Please fill out the following information completely.

I certify that the applicant named is unable to read or use standard printed material for the reason(s) indicated above.

Signature \_\_\_\_\_ Title \_\_\_\_\_  
***original signature is required***

Name \_\_\_\_\_ Organization \_\_\_\_\_  
***please print***

Address \_\_\_\_\_  
***street***

City \_\_\_\_\_ State **TX** Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

***work***

Date \_\_\_\_\_