

SCHOOL REGISTRATION FORM

Talking Book Program • Texas State Library and Archives Commission
PO Box 12927 • Austin, TX 78711-2927

1-800-252-9605 • 463-5458 in Austin • fax: 512-936-0685 • e-mail: tbp.services@tsl.texas.gov

www.TexasTalkingBooks.org

OFFICE USE ONLY

ID # _____

Hold Until _____

Please provide:

School name _____

Contact name _____

Mailing address _____

City/state/zip _____

Phone number (_____) _____

E-mail address _____

Contact name above should correlate to the person signing below.

CERTIFICATION

As designated contact person, I understand that I am responsible for all reading materials and equipment borrowed by my classroom.

NAME (PLEASE PRINT)

SIGNATURE

TITLE (PLEASE PRINT)

DATE

INSTRUCTIONS

Thank you for using the library services of the Talking Book Program (TBP). If you need our services during the current school year, please preregister your classroom now **1)** by completing this form, **front and back**, and **2)** by returning it to us via mail or fax. Return address and fax number are listed at the top of this page. If faxing, please remember to transmit both sides of this form. Do **NOT** enclose this form in a book container; form may not reach appropriate destination. Please call us if you have questions regarding this form or our services.

SERVICE REMINDERS

- TBP does **NOT** provide textbooks.
- Only students registered with TBP are eligible to use these services in your classroom.
- The loan period for books is 90 days.
- Since we are required to re-establish your account annually, all equipment and books must be returned to TBP at the conclusion of the regular school year. Even if you anticipate your classroom being registered for the following school year, **you MUST RETURN THE EQUIPMENT AND ANY BOOKS that you currently have**. If you require our services for summer classes, please call immediately.
- Only one machine will be provided per registered classroom.

BOOK SELECTION

Please **Check** all of the applicable reading levels for your eligible students.

PK-2 K-3 2-4 3-6 4-7 5-8 6-9 Young Adult

Would you like for us to automatically select books for these students based on their reading levels?

Yes No

If no, one sample book will be mailed to you to initiate service; you will need to order additional books to continue service.

MEDIA SELECTION

Please check all of the book formats you would like to use in your classroom next year.

Books Recorded on Digital Cartridge* Large-Print Books
 Braille Books BARD (Braille and Audio Reading Download) BARD Braille

*TBP will provide playback equipment on loan for the school year; **equipment must be returned at the end of the school year.**

THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED

(OVER)

Name of school _____

First day of school _____ Last day of school _____

Please fill out the following section completely. Failure to do so will delay service.

REGISTERED STUDENTS

List the students registered with the Talking Book Program. You may call to verify whether or not your students are registered and/or to request applications if they are not.

OFFICE USE ONLY

Student's name _____	Reader # _____
Home address _____	TEA _____ Dis _____
City and Zip _____	Sent _____
Home phone _____ Birthdate _____	

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City and Zip _____	Sent _____
Home phone _____ Birthdate _____	

OFFICE USE ONLY					
SELECTIONS		AUTO SELECT		CMLS	
Book #	Title	Interest	Goal	Magazines	Media
Completed by _____			Date _____		