



# Oakland Talking Book Service @ RHPL

500 Olde Towne Road, Rochester, MI 48307

Call 248-650-7150 or Toll Free 1-800-774-4542

Email: [outreach@rhpl.org](mailto:outreach@rhpl.org) Visit us at: <http://otbs.rhpl.org>

## APPLICATION AND CERTIFICATE OF ELIGIBILITY FOR LIBRARY MATERIALS

Please bring, email or mail the application to the [OTBS@RHPL](mailto:OTBS@RHPL). Once your application is processed, we will send you additional information including your first issue of a bi-monthly subscription to the most recent catalogs for ordering books: Digital Talking Books Plus and/or Braille Book Review.

To ensure you are receiving service according to your preferences, you may expect a call from a Librarian once the application is received.

**Note:** All patron records pertaining to this service will remain confidential, as required by the Michigan Library Privacy Act.

If you are applying for an institutional account, please list the name of the institution under Name of Applicant and complete all other relevant information.

Name of Applicant: \_\_\_\_\_  
Last First M.I.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_

Veterans: By law, preference in lending books and equipment is given to veterans. Please check here if you have been honorably discharged from the armed forces of the United States.

Please tell us who to contact if you cannot be reached:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

To be completed by library staff:

Date received:

Date entered into CUL:

RHPL card:

OTBS Welcome Pack Sent:

Staff initial: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE CHECK THE PRIMARY DISABILITY UNDER WHICH YOU QUALIFY:

- BLIND:** Visual acuity of 20/200 or less in the better eye with correcting glasses or the widest diameter of visual field subtending an angular distance no greater than 20 degrees.
- DEAF-BLIND:** Severe auditory impairment in combination with legal blindness.
- VISUAL DISABILITY:** Lacks visual acuity to read standard printed materials without special aids or devices other than regular glasses.
- PHYSICAL DISABILITY:** Unable to read or use standard printed materials as a result of physical limitations. Examples include: without arms or use of arms; impaired or weakened muscle and nerve control; limitations resulting from strokes, cerebral palsy, multiple sclerosis, muscular dystrophy, polio, arthritis.
- PHYSICALLY-BASED READING DISABILITY:** Organic dysfunction of sufficient severity to prevent reading printed materials in a normal manner. Individuals must establish the following facts:
  - The reading disability must be of sufficient severity to prevent reading regular or standard printed material in a normal manner.
  - The cause of the disability must be physically based, that is, it must be an organic dysfunction, and
  - The person certifying the application must be medically able to judge whether the disability has a physical or organic basis.

## CERTIFYING AUTHORITY:

- In cases of blindness, visual impairment, or physical limitations, “competent authority” includes doctors of medicine; doctors of osteopathy; ophthalmologist; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.
- In the case of reading disability from organic dysfunction, “competent authority” is defined as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.

**TO BE COMPLETED BY CERTIFYING AUTHORITY:**

I certify that the applicant named has requested library service and is unable to read or use standard printed materials for the reason indicated above. The person certifying this application must be a **Non-Family Member**.

Please print or type.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title and Occupation: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Signature: \_\_\_\_\_

**EQUIPMENT:** Equipment may be ordered, exchanged, or returned at any time. Playback equipment and special attachments are supplied to eligible persons on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the issuing agency.

Please select one:

- Standard Digital Talking Book Machine** (controls include: power, play/ stop, volume up/down, tone up/down, speed up/down, fast forward, rewind, and sleep)
- Advanced Digital Talking Book Machine** (same as Standard with additional controls for setting and retrieving bookmarks and for navigating through the structured levels of books)

Additional Equipment (optional):

- Amplifier/headphone system - solely for use by patrons with severe hearing loss.
- Breath switch - solely for use by patrons with very limited mobility.
- Pillow speaker - solely for use by patrons who are confined to bed.

**Preferred Reading Level:** Please check one that best applies.

- Preschool                       Young Adult  
 Kindergarten                       Adult  
 Grade Level 1-9 (please specify: \_\_\_\_\_)

**How often do you want to receive books?**

- Send/Return: Send another book each time I return one.  
 Weekly: Send \_\_\_\_\_ (how many) books each week.  
 Bi-Weekly: Send \_\_\_\_\_ (how many) books every other week.  
 Monthly: Send \_\_\_\_\_ (how many) books once a month.  
 On Demand: Send books only when I call to request them.

Would you like a Librarian to select books for you based on your Reading Interests (next page)?

- Yes       No

In which format do you prefer to receive your bi-monthly catalog of new books: Please check one.

- Talking Book Topics**       Large Print       Audio  
**Braille Book Review**       Large Print       Braille

Material Formats: Please check materials wanted.

- Audio**                       **Large Print Books**  
 **Downloadable Audio Books** (BARD)  
 **Braille Books**— Braille materials are provided by MCB Braille and Talking Book Library

**Languages:** \_\_\_\_\_

**Will you accept books with:**

- Strong Language?       Yes       No       Some  
Explicit descriptions of sex?       Yes       No       Some  
Violence?       Yes       No       Some

**READING INTERESTS:** Please circle subject/genre choices and indicate author preferences. If you'd like more specific subject choices, a Librarian can provide more information.

**Fiction**

Adventure

Christian Fiction

Family Saga

Historical Fiction: \_\_\_ Foreign \_\_\_ U.S.

Horror

Literature: \_\_\_ Classics \_\_\_ Modern \_\_\_ Folklore/Mythology

Modern Fiction

Mystery: \_\_\_ Bestsellers \_\_\_ Historical \_\_\_ Legal Thriller \_\_\_ Detective

Romance: \_\_\_ Bestsellers \_\_\_ Historical \_\_\_ Modern \_\_\_ Paranormal

Science Fiction

War Stories

Westerns

**Non-fiction**

Adventure

Aging

Art/Architecture

Biographies: \_\_\_ Bestsellers \_\_\_ Celebrity \_\_\_ Historical \_\_\_ Political

Business

Careers

Computers

Cooking

True Crime

Social Issues

Disabilities

Health: specify \_\_\_\_\_

History: \_\_\_ Foreign \_\_\_ U.S.

Hobbies: specify \_\_\_\_\_

Sports: specify \_\_\_\_\_

Inspirational

Religion: specify \_\_\_\_\_

Philosophy

Psychology

Plays

Poetry

Music: specify \_\_\_\_\_

Science

Travel

War

Favorite authors/series: \_\_\_\_\_

500 Olde Towne Road  
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Free Matter for the Blind  
and Physically Handicapped

Oakland Talking Book Service @ RHPL

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Please fold and staple or tape before mailing