

LC - Institutions

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED REGISTRATION INFORMATION

WHO IS ELIGIBLE:

1. Individuals with visual impairments:
 - The legally blind - visual acuity, as determined by a competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.
 - Those unable to read standard printed material with normal corrective lenses.
 - Those unable to read comfortably for a reasonable length of time without special aids or devices other than regular glasses.

2. Individuals with physical disabilities who are certified by a competent authority as unable to read or unable to use standard printed material, including but not limited to those unable to turn pages or hold a book because of muscle or nerve deterioration or paralysis.

3. Individuals having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner. **Must be certified by a medical doctor. See page 4.**

4. Those with temporary conditions listed above.

5. **Qualified readers must be residents of the United States, including territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.**

Revised September 2008

SERVICES AVAILABLE:

Materials obtained from the Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS), as well as other materials purchased with State and donated funds are available for loan from the Hawaii State Library for the Blind and Physically Handicapped (LBPH):

1. **BOOKS:**

- Recorded Cassettes (RC)
- Braille Books (BR)
- Locally Produced Cassettes (HIC)
- Locally Produced Braille (HIB)
- Locally Produced Large Type (HIL)

2. **MAGAZINES:** on cassette and in large type and braille. Direct mail subscriptions from the producer available free of charge.

3. **CATALOGS:** Listings of books and magazines available in large type, cassette, braille and computer disk. Direct mail subscriptions from the producer available free of charge.

4. **MACHINES:** Special machines designed to play the NLS distributed cassettes. Machine repair for malfunctioning NLS equipment is provided by LBPH.

5. **DESCRIPTIVE VIDEOTAPES FOR THE BLIND (DVT).** For "Home Use Only".

6. **LARGE TYPE (LT) BOOKS AND MAGAZINES:** A Hawaii State Public Library System library card is needed to borrow the large type books and magazines.

7. **REGULAR PRINT BOOKS AND MAGAZINES ON DISABILITIES:** A Hawaii State Public Library System library card is needed to borrow these materials.

8. **RADIO READING SERVICE - HAWAII (RRS):** Closed circuit broadcast of local newspapers and magazines from LBPH over a subchannel of Hawaii Public Radio (KHPR). Special radio receiver from LBPH required.
 - Broadcast: Monday to Friday, 8:00 a.m. - 9:00 a.m. and 8:00 p.m. - 9:00p.m.
 - Presently available only on Oahu, Maui and Kona.

9. **TRANSCRIBING SERVICES** in large type, braille and cassette. Priority is given to textbooks. Other materials not already produced in the desired format may be transcribed upon request.

Procedures available upon registering.

10. **LBPH NEWSLETTER:** Published 4 times a year. Available in large type, cassette, braille, computer disk or e-mail. Also available on-line at:

<http://www.librarieshawaii.org/locations/oahu/lbph.htm>

11. **LIST OF NEW LARGE TYPE BOOKS:** Mailed 4 times a year.

HOW TO APPLY:

1. Complete the attached application form.
2. Have it signed by a “Competent Authority”.

WHO IS A “COMPETENT AUTHORITY”?

1. In cases of **blindness, visual disability, or physical limitations**, “Competent Authority” is defined to include doctors of medicine, doctors of osteopathy, ophthalmologists, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or 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 NLS.

2. In the case of a **reading disability from an organic dysfunction (physically based), such as dyslexia**, “Competent Authority” is defined as doctors of medicine and doctors of osteopathy who may consult with colleagues in associated disciplines.

APPLICATIONS FOR READING DISABILITIES MUST BE CERTIFIED BY A MEDICAL DOCTOR OR DOCTOR OF OSTEOPATHY, as stated in Public Law 89-522.

3. **Relatives of applicants are not authorized as the “Competent Authority”.**

4. Applicants are not authorized to sign their own forms, including those borrowing for an institution or agency.
5. A list of students' names and their disabilities is needed.
6. School or classroom teachers **MUST RENEW** their application at the beginning of each school year and for each summer session.
7. Keep LBPH informed of new users or of persons who no longer wish to receive library services.

LENDING OF MATERIALS AND CLASSES OF BORROWERS:

1. **Veterans:** In the lending of books, materials and playback machines, preference shall be given at all times to the needs of the blind and other physically disabled persons who have been honorably discharged from the armed forces of the United States.
2. **Institutions:** Reading materials and playback machines for the use of blind and physically disabled persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals and to schools for the blind or physically disabled for the use of such persons only.

Reading materials and playback machines may also be used in public or private schools where disabled students are enrolled. However, **the students must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.**

FOR MORE INFORMATION

Contact LBPH:

- M, W, Th, F: 8:30 a.m. - 4:30 p.m.
- T: 10:00 a.m. - 6:00 p.m.
- S, SU - CLOSED

- **Phone:** (808) 733-8444 (Voice/TTY)
- **E-mail:** olbcirc@librarieshawaii.org

Neighbor Islands Only: Call 1-800-559-4096 (Toll Free)

RETURN THE APPLICATION FORM TO:

Library for the Blind and Physically Handicapped
402 Kapahulu Avenue
Honolulu, HI 96815

Neighbor island patrons may return form to LBPH or:

Hawaii:

Hilo Public Library
300 Waianuenue Avenue
Hilo, HI 96720

Phone: (808) 933-8890 (Voice/TTY)

Kauai:

Lihue Public Library
4344 Hardy Street
Lihue, HI 96766

Phone: (808) 241-3222

Maui:

Kahului Public Library
90 School Street
Kahului, HI 96732

Phone: (808) 873-3097 (Voice)
(808) 873-3087 (TTY)

Guam:

Guam Subregional Library for the Blind and Physically
Handicapped
Nieves M. Flores Memorial Library
254 Martyr Street
Agana, Guam 96910

(671) 472-6417

LC - Institutions

**LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED
APPLICATION FOR FREE LIBRARY SERVICE**

PLEASE PRINT OR TYPE

DATE _____

NAME OF INSTITUTION _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____ **PHONE** _____

NAME AND TITLE OF RESPONSIBLE BORROWER

HOME ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____

TO BE COMPLETED BY COMPETENT AUTHORITY

I certify that the institution named on this form serves persons unable to read or use standard print material because of blindness, visual disabilities, physical limitations or reading disabilities. I further certify that the materials and equipment borrowed will be used by such persons only.

SCHOOL YEAR _____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***If "NO", a separate certified application must be submitted for each.**

Give number of persons who are:

Braille readers _____ Talking book readers _____
 Cassette book readers _____ Large type readers _____

Reminder: To comply with the standards of the National Library Service, your facility must borrow books and/or magazines during the school year in order to keep the equipment.

BOOKS/MAGAZINES

Please check the items you wish to receive:

- | | |
|---|--|
| <input type="checkbox"/> Books on Cassette Tape | <input type="checkbox"/> Magazines on Cassette Tape |
| <input type="checkbox"/> Braille Books | <input type="checkbox"/> Braille Magazines |
| <input type="checkbox"/> Large Type Books* | <input type="checkbox"/> Large Type Magazines (non-NLS)* |

*** Hawaii State Public Library System Library Card required - indicate card number: _____**

READING PREFERENCES

I will select titles

OR

Library will select books for me in the following categories.
LIMIT NUMBER TO TEN (10).

Fiction

Non-Fiction

- | | |
|---|--|
| <input type="checkbox"/> Adventure Stories | <input type="checkbox"/> Autobiographies/Biographies |
| <input type="checkbox"/> Animal Stories | <input type="checkbox"/> Bestsellers |
| <input type="checkbox"/> Bestsellers | <input type="checkbox"/> Cooking/Diet & Nutrition |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Current Affairs |
| <input type="checkbox"/> Contemporary/General Fiction | <input type="checkbox"/> Hawaiiana |
| <input type="checkbox"/> Family Stories | <input type="checkbox"/> History, U.S. |
| <input type="checkbox"/> Historical Novels | <input type="checkbox"/> History, World |
| <input type="checkbox"/> Legal Stories | <input type="checkbox"/> Humor (incl. Fiction) |
| <input type="checkbox"/> Mysteries/Detective | <input type="checkbox"/> Medicine & Health |
| <input type="checkbox"/> Occult/Horror | <input type="checkbox"/> Stage/Screen/TV (incl. Biography) |
| <input type="checkbox"/> Political Stories | <input type="checkbox"/> Nature (incl. Fiction) |
| <input type="checkbox"/> Romance | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> Science Fiction | <input type="checkbox"/> Politics/Government - U.S. |
| <input type="checkbox"/> Short Stories | <input type="checkbox"/> Religion: Denomination _____ |
| <input type="checkbox"/> Spy/Espionage | <input type="checkbox"/> Social Science |
| <input type="checkbox"/> Thrillers/Suspense | <input type="checkbox"/> Sports |
| <input type="checkbox"/> War Stories | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Westerns | <input type="checkbox"/> War |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

DO NOT WANT

SOME OK

Sex	_____	_____
Violence	_____	_____
Rough Language	_____	_____

Reading Level: Pre-school
 Elementary Grade _____
 Junior High Grade _____
 Young Adult Grade _____
 Adult

Foreign Language Materials:

Spanish _____ Other _____

MAILING INSTRUCTIONS FOR BOOKS: ONE ONLY.

() "Turnaround" (one book will be sent when one book is returned)

() "On Demand" (send books only when I request them).

CATALOGS: NLS provides catalogs for **patrons to select their own books.**
Please mark the preferred format you would like to receive. **ONE ONLY.**

Large Type () Cassette () Braille () Computer Disk ()

LBPH NEWSLETTER: LBPH publishes a newsletter 4 times a year. Please mark the preferred format you would like to receive. **ONE ONLY.**

Large Type () Cassette () Braille () Computer Disk ()

E-mail () E-mail address: _____

The newsletter is also available on-line at:

<http://www.librarieshawaii.org/locations/oahu/lbph.htm>

EQUIPMENT/ACCESSORIES

FOR LIBRARY USE
Model/Serial Number

Please check the items you wish to receive.

() **Cassette Book Machine** (standard) _____

() **Easy Cassette Machine (E-1)** _____
(Only for persons who cannot operate the controls of the standard cassette machine)

- () **Headphone** (standard) _____
- () **Pillowphone**
(Only for persons confined to bed) _____
- () **Extension Levers**
(For those with limited use of their hands.
For standard cassette player) _____
- () **Headphone Amplifier ***
(For those with a hearing impairment.
Form must be signed by a physician or
audiologist) _____
- () **Remote Control Unit ***
(For those confined to bed or with
limited use of their hands) _____
- () **Breath Switch ***
(For those with little or no use of
extremities. Must be used with
Remote Control Unit) _____
- () **Radio Reading Service Receiver** _____

***Special application required. May take 4 weeks to receive.**

INSTRUCTIONS FOR RECEIVING EQUIPMENT:

- () Send the equipment to address indicated on form.
- () Will pick up equipment at LBPH.
- () Will pick up at nearest public library.

Specify: _____

Playback equipment and special attachments are supplied to eligible persons on extended loan. If this equipment is not being used in conjunction with the recorded reading material provided by the National Library Service for the Blind and Physically Handicapped and its cooperating libraries, it MUST be returned to the issuing agency.

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FOR LIBRARY USE ONLY

Patron ID No. HI1A _____

HSPLS No. _____ **Large Type Only** _____

Welcome Letter _____
Instructions _____
Loan Policy _____

LT Instructions _____
DVT List _____
TSS Procedures _____

Send copy of application to: Hawaii () Kauai () Maui () Date Sent _____

Catalogs (list):