

**DETROIT LIBRARY FOR THE BLIND AND  
PHYSICALLY HANDICAPPED**

Detroit Public Library  
Frederick Douglass Branch for Specialized Services  
3666 Grand River  
Detroit, Michigan 48208

FREE MATTER  
FOR THE  
BLIND OR  
HANDICAPPED



**DETROIT LIBRARY FOR THE BLIND  
& PHYSICALLY HANDICAPPED  
APPLICATION**

313-481-1702 | lbph@detroitpubliclibrary.org

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_ Male \_\_ Female \_\_

E-mail Address \_\_\_\_\_

Mail Material to the attention of: \_\_\_\_\_

**APPLICATION FOR FREE LIBRARY SERVICE  
FOR RESIDENTS OF DETROIT, MICHIGAN WHO  
ARE UNABLE TO READ STANDARD PRINTED  
MATERIAL AS A RESULT OF A VISUAL OR  
PHYSICAL HANDICAP**

**PRIMARY DISABILITY**  
(check one only)

- Legally 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.)
- Visual Handicap (inability to read standard printed material without special aids or devices other than glasses.)
- Physical Handicap (inability to use standard printed material as a result of physical limitations.)
- Reading Disability (inability to read printed material in a normal manner because of an organic dysfunction.) **MUST BE CERTIFIED BY A DOCTOR OF MEDICINE OR OSTEOPATHY.**
- Deaf and Blind (blindness combined with an inability to hear or understand speech.)

**TO BE COMPLETED BY CERTIFYING AUTHORITY**

(see Certification of Eligibility)

Certifying authority must be a professional such as a doctor, nurse, rehabilitation professional, counselor, therapist, or social worker. I certify that the applicant has requested library service and is unable to read or use standard printed material for the reason indicated above. If an institutional applicant, I certify that qualifying students or residents are enrolled or reside therein.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

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.

If we are unable to contact you for some reason, who may we contact?

Name (printed) \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**REQUESTED SERVICES**

The following are available. Please indicate choices:

- Talking Books  
(and equipment necessary to play them.)
- Braille
- Magazines
- Descriptive DVD's
- Braille and Audio Reading Download (BARD)



Telephone: 313-481-1702

TTD: 313-831-3779

Fax: 313-833-4941

[www.detroitpubliclibrary.org](http://www.detroitpubliclibrary.org)

[lbph@detroitpubliclibrary.org](mailto:lbph@detroitpubliclibrary.org)

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**TO RETURN: REFOLD TO SHOW LIBRARY ADDRESS AND TAPE SHUT**

## LOAN POLICY

Audio books and specialized playback equipment will be loaned by the library to eligible registered readers without charge. Records will be kept of all such loans. The borrower should notify the library of changes of address, a desire to cancel the service, or temporary or permanent transfer of service to another geographic area.

Books and equipment will be loaned to registered readers as long as they are eligible and as long as they actively use the materials during each 12 month period.

Equipment necessary to read the recorded materials may be borrowed on extended loan for as long as the borrower is using it to read material provided by the library. In the event that a machine ceases to function properly or needs repair, it should be returned to the library. Upon request, a replacement will be provided. Under no circumstances should a borrower attempt to repair the playback equipment or accessories.

A borrower in good standing may borrow a maximum of 30 books at any one time. In special circumstances, a borrower may request an increase in the maximum number. The loan period for books is eight weeks. No fines for overdue books will be levied; however, borrowers are urged to observe the loan period so books can be available for other readers.

The borrower will ensure that books, magazines and equipment being returned to the library by free matter are delivered into the hands of the United States Postal Service by being placed in a mailbox or delivered to the post office. Placing them on the doorstep of the borrower's home for the mail carrier to pick up does not constitute delivery into the hands of the Postal Service.

Borrowers may not lend library books, magazines or equipment to other persons.

**In the event that any of these policies are violated repeatedly, the borrower's service may be suspended for a period of time after being given a written warning and an opportunity to reply.**

## USE OF EQUIPMENT

Playback equipment and special attachments are supplied to eligible library patrons on extended loan. If this equipment is not being used in conjunction with recorded reading materials provided by the Library of Congress, it must be returned to the Detroit Library for the Blind and Physically Handicapped.

## FOR SCHOOLS AND INSTITUTIONS ONLY

List by qualifying eligibility all who use this service.

<b>Blind</b>
<b>Visual Disability</b>
<b>Physical Disability</b>
<b>Reading Disability</b>

### Check the format you prefer for...

*Talking Book Topics*, a bi-monthly catalog of new recorded books

- Large Print     
  Braille     
  Audio

*Braille Book Review*, a bi-monthly catalog of new Braille Books

- Large Print     
  Braille

### 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.

## READING PREFERENCES

(select one or more)

- Adult Books  Young Adult (teen) Books
- Children's Books - Indicate Grade Level
- Preschool  3-6  
 K-3  6-9
- Language:  English  Spanish
- A. Do not select books for me. Send only the specific titles that I request.
- B. I wish to have books selected for me.

## ACCESSORIES

- Headphones (for readers who are moderately hearing impaired or who will listen to Talking Books in an institutional setting, such as a nursing home or school.)
- Amplified Headphones (for readers who are severely hearing impaired.) The library will send you a special form to be completed by a physician or licensed audiologist.
- Pillowphone (for readers confined to bed.)
- Breath Switch (for readers who have no manual dexterity.) Turns equipment on or off by blowing into a tube.

## READING INTERESTS

**F** = Fiction (Stories based on imaginary characters or events)  
**NF** = Non-Fiction (Based on fact)

- | <b>F</b>                 | <b>NF</b>  | <b>F</b>                 | <b>NF</b>   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Adventure                 | <input type="checkbox"/> | <input type="checkbox"/> Occult                           |
| <input type="checkbox"/> | <input type="checkbox"/> Animals                   | <input type="checkbox"/> | <input type="checkbox"/> Philosophy                       |
| <input type="checkbox"/> | <input type="checkbox"/> Best Seller               | <input type="checkbox"/> | <input type="checkbox"/> Plays                            |
| <input type="checkbox"/> | <input type="checkbox"/> Biography                 | <input type="checkbox"/> | <input type="checkbox"/> Poetry-Specify _____             |
| <input type="checkbox"/> | <input type="checkbox"/> Black Authors             | <input type="checkbox"/> | <input type="checkbox"/> Politics-U.S._Foreign_           |
| <input type="checkbox"/> | <input type="checkbox"/> Black Interest            | <input type="checkbox"/> | <input type="checkbox"/> Psychology                       |
| <input type="checkbox"/> | <input type="checkbox"/> Business and Economics    | <input type="checkbox"/> | <input type="checkbox"/> Inspirational                    |
| <input type="checkbox"/> | <input type="checkbox"/> Religious                 | <input type="checkbox"/> | <input type="checkbox"/> Romance-<br>Modern__Historical__ |
| <input type="checkbox"/> | <input type="checkbox"/> Classics                  | <input type="checkbox"/> | <input type="checkbox"/> Science                          |
| <input type="checkbox"/> | <input type="checkbox"/> Cookbooks                 | <input type="checkbox"/> | <input type="checkbox"/> Science Fiction                  |
| <input type="checkbox"/> | <input type="checkbox"/> Crime                     | <input type="checkbox"/> | <input type="checkbox"/> Self Help                        |
| <input type="checkbox"/> | <input type="checkbox"/> Disabilities              | <input type="checkbox"/> | <input type="checkbox"/> Short Stories                    |
| <input type="checkbox"/> | <input type="checkbox"/> Fantasy                   | <input type="checkbox"/> | <input type="checkbox"/> Sports                           |
| <input type="checkbox"/> | <input type="checkbox"/> General Fiction           | <input type="checkbox"/> | <input type="checkbox"/> Spy/Espionage                    |
| <input type="checkbox"/> | <input type="checkbox"/> History-U.S. __ Foreign__ | <input type="checkbox"/> | <input type="checkbox"/> Travel-U.S._Foreign_             |
| <input type="checkbox"/> | <input type="checkbox"/> Horror                    | <input type="checkbox"/> | <input type="checkbox"/> War-Specify_____                 |
| <input type="checkbox"/> | <input type="checkbox"/> Humor                     | <input type="checkbox"/> | <input type="checkbox"/> Westerns/The West                |
| <input type="checkbox"/> | <input type="checkbox"/> Mystery- British__U.S.__  | <input type="checkbox"/> | Other _____   |
| <input type="checkbox"/> | <input type="checkbox"/> Legal __ Cozy__           | <input type="checkbox"/> | Other _____   |
| <input type="checkbox"/> | <input type="checkbox"/> Nature                    |                          |   |

Favorite Authors \_\_\_\_\_

## WILL YOU ACCEPT BOOKS WITH...

- |   |                              |                             |                               |
|---|------------------------------|-----------------------------|-------------------------------|
| <input type="checkbox"/> Explicit descriptions of sex | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Some |
| <input type="checkbox"/> Violence                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Some |
| <input type="checkbox"/> Strong Language              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Some |

**Notice:** Records relating to recipients of Library of Congress reading materials are confidential except for those portions defined by local law as public information. To find out the extent to which the information provided on this application form may be released to other individuals, institutions, or agencies, consult the agency to which you are submitting this application.