



Institutions/Organizations/Agency Application
Talking Book Services for Patrons Under 18
NORTH DAKOTA STATE LIBRARY
SFN 62603 (2-2025)

North Dakota State Library - Talking Books
604 East Boulevard Ave
Bismarck, ND 58505-0800
Website: www.library.nd.gov

Email: tbooks@nd.gov
Fax: 701-328-2040
Phone 701-328-1408
Toll free: 800-843-9948

Application for Free Library Service: Institution/Organization/Agency

Please complete this application and submit to the North Dakota State Library. If you have questions about the application or the Talking Books program, please contact us.

The application may be sent by email, fax, printed and mailed, or printed and hand delivered.

Please print or type

Name of Institution			
Mailing Address			
City	County	State	Zip Code

Designated contact

Name	Title
Email	Telephone Number

Institution/Organization/Agency type – check one

- | | |
|--|--|
| <input type="checkbox"/> School for the blind/print disabled | <input type="checkbox"/> Nursing home/extended care facility |
| <input type="checkbox"/> Library – public/academic/special | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> School – K12/college/university
serving students with disabilities | <input type="checkbox"/> Other organization who provides services
to blind and print disabled clients |

NOTE: All information is confidential except for those portions defined by law as public information. To learn what information provided on this application form may be released to other individuals, institutions, or agencies, please consult the agency to which you are submitting this application.

Eligibility for institutions serving blind or other print-disabled persons for loan and use of Talking Books library materials:

Institutions who regularly serve individuals who meet one or more of the following criteria below may borrow equipment and reading materials solely for the use of eligible readers to use in an individual or group setting.

The following people are eligible for service: residents of the United States, including territories, insular possessions, and the District of Columbia, and American citizens living abroad, provided they meet one of the following criteria:

1. An individual who is blind or has a visual impairment that makes them unable to comfortably read print books.
2. An individual who has a perceptual or reading disability.
3. An individual who has a physical disability that makes it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book.

Please see www.loc.gov/nls/about/eligibility-for-nls-services for the full eligibility terminology.

Veterans: Persons who are blind or have a print disability who have been honorably discharged from the United States military receive preference in the lending of books, recordings, playback equipment, musical scores, instructional texts, and specialized materials (Public Law 89-522).

☐ Check here if you provide services to veterans who were honorably discharged from the United States military.

Use of Government Property: NLS program equipment, materials, and products, both online and physical, are federal property. Users shall acknowledge the purpose for which these items were intended and accept responsibility for accessing these items. All materials and equipment (including digital talking book cartridges, hard copy braille, players, and accessories) must be returned when no longer needed.

Acknowledgement

By signing this application, I agree on behalf of our institution to take proper care of all materials or equipment lent and to return all program materials and equipment to the North Dakota State Library upon discontinuation of services.

I hereby certify that the institution named above serves people who are unable to read or use regular printed material because of blindness, a visual impairment, a reading disability, or a physical disability.

Institution/Organization/Agency administrator

Name	Title
Email	Telephone Number
Signature	

For institutions serving clients under 18 years of age

As an institution that serves users who are minors, we acknowledge that such users will receive NLS services and equipment, and that the institution will have access to the entire NLS catalog of reading material on their behalf. We acknowledge that we will be responsible for receiving any necessary parental or guardian consent. All materials and equipment (including digital talking-book cartridges, hard-copy braille, players, and accessories) must be returned when no longer needed.

Name of Institution		Street Address	
City	County	State	Zip Code
Full Name of Legally Authorized Representative			
Title of Legally Authorized Representative		Telephone Number of Legally Authorized Representative	
Email Address of Legally Authorized Representative			

I have the authority to enter into binding agreements on behalf of my institution and, by signing below, I acknowledge the preceding on behalf of my institution.

Signature of Legally Authorized Representative	Date
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SELECT TYPE OF SERVICE DESIRED (choose all that apply):

☐ **Demonstration Account for Staff:** Check if your organization provides direct services to eligible individuals and is willing to provide support for North Dakota State Library Talking Book services to your clients.

Examples: teachers of eligible students, direct support staff, voc rehab counselors, and similar.

☐ **Demonstration Collection:** a sample of reading materials and equipment used to raise public awareness and to advertise the availability of braille and talking book services with the goal to sign up individuals for service.

Examples: libraries, agencies who work with eligible populations

☐ **Community Collection:** a rotating collection of reading materials and equipment loaned to an institution for use by its eligible readers. Materials regularly circulate between your institution and the North Dakota State Library via mail within established loan periods.

Examples: schools, nursing homes

Training and ongoing support, as well as promotional materials, will be provided by the North Dakota State Library.

Our institution signed up for a Community Collection, how do we get books?

The North Dakota State Library, in partnership with the National Library Service for the Blind and Print Disabled, provides books in audio and Braille formats. Audio books can be accessed using a DTBM (Digital Talking Book Machine) and through BARD (Braille and Audio Reading Download). Braille materials are available in hardcopy and eBraille. Braille services for North Dakota residents are provided through a partnership with the Utah State Library. Additionally, the North Dakota State Library has over eight thousand books in large print available for Talking Books Patrons.

DTBM (Digital Talking Book Machine) DTBMs are standalone players with a built-in speaker that utilize a USB cartridge that can contain up to eight complete audio books. The machines have large buttons and Braille tags for easy usage and can run on AC or battery power.

BARD (Braille and Audio Reading Download) is a web-based, password-protected service that provides access to thousands of audio and braille books, magazines, and music scores available from NLS. The free app, known as BARD Mobile, includes built-in playback capability so you can enjoy talking books anytime, anywhere. BARD mobile is available for both Apple and Android.

BARD Express provides patrons with an easy way to access BARD on a Windows-based computer. The BARD Express Player allows patrons to choose an audio book or magazine from their BARD Express bookshelf and listen to it directly on their PC.

An email address is required to use BARD mobile and BARD Express.

Service delivery for library materials (check all that apply)

- ☐ Our institution does not have a tablet, Windows PC, or similar device available for patron usage. We will require a DTBM to play Digital talking books and magazines on cartridge/flash drive
- ☐ Our institution does have a tablet or similar mobile device and/or Windows computer and would like to access materials using BARD Mobile or BARD Express. We would also like a DTBM to play Digital talking books and magazines on cartridge/flash drive.
- ☐ Our institution does have a tablet or similar mobile device and/or Windows computer and would like to access materials just using BARD Mobile or BARD Express.

Our institution does serve Braille readers and would like

- ☐ Hardcopy braille books, magazines, or music materials
- ☐ E-Braille reader and ability to download from BARD mobile
- ☐ We would like to have large print books available to share with our patrons

All physical materials are sent and returned USPS Free Matter for the Blind.