



Idaho
Commission
for Libraries

TALKING BOOK SERVICE
IDAHO COMMISSION FOR LIBRARIES

Toll free: 1-800-458-3271
Boise area: 334-2150



SCHOOL AGREEMENT

Persons who use this service must have a visual and/or physical handicap or reading disability.

- Students must be certified as eligible and registered with the Talking Book Service. *Attach individual application for each student if not already registered.*
- Students with a reading disability must have their applications certified by a medical doctor.

AS THE RESPONSIBLE PARTY:

- I certify that this service will be used by eligible students only.
- I agree to check out at least one audio book per year and to return books within 4 weeks.
- I agree to take care of loaned materials.
- I agree to notify the Talking Book Service should I leave this position.
- I agree to be responsible regarding the policies listed on the back of this form.
- I request ___ players

Please print and sign two copies of this agreement and mail to:
Talking Book Service, Idaho Commission for Libraries 325 W. State St., Boise, ID 83702
One authorized copy will be returned to you.

Name of school		Phone Number
Street Address		E-mail address
City	State	Zip Code
Name of staff member responsible for the service (Please print) Title		
Signature: Staff Member responsible for the service		Date
Signature: Principal/Supervisor		Date

TBS use only	
Signature: Talking Book Service Authorized Staff	Date

Talking Book Service Loan Guidelines

1. PATRON STATUS:

A. ACTIVE STATUS:

To remain active, users must borrow at least one book per year OR subscribe to at least one magazine provided through the service.

B. CHANGE OF STATUS:

Users must notify the Talking Book Service of address changes, a desire to cancel the service, and temporary or permanent service transfer to another state.

2. MATERIALS LOANED:

A. FORMATS:

Audio books, magazines, and descriptive movies are loaned free to eligible registered users. The Talking Book Service keeps records of all loans. Braille books are available through the Utah Program for the Blind and Disabled; this agency records Braille loans.

B. EQUIPMENT:

Equipment necessary to listen to audio materials will be loaned as long as the user meets National Library Service eligibility requirements and is using the equipment to listen to materials provided by the Talking Book Service. Materials received from sources other than the Talking Book Service do not qualify for continuance of service.

Playback equipment needing repair must be returned to the Talking Book Service. A replacement will be provided upon request. Users should not attempt to repair the playback equipment or replace the battery.

C. SHARING MATERIALS:

Users may **not** lend Talking Book Service materials or equipment to other persons.

3. CIRCULATION:

A. Number of titles loaned:

A user may request a change in the number of titles received at any time, up to the maximum allowed.

Audio books: Unlimited

Descriptive movies: 2

Magazines: Unlimited

B. Loan periods:

Audio books: 4 weeks with one 2-week renewal

Descriptive movies: 2 weeks with one 1-week renewal

Magazines in returnable containers: 2 weeks

Magazines in cardboard containers: Do not return

C. Overdue Materials:

Users are urged to return materials promptly so they can be circulated to other patrons.

D. Returning Materials:

Materials can be returned free via the United State Postal Service using Free Matter for the Blind mailing cards. Place materials in a mailbox or take them to the Post Office.

E. Fines:

No fines are levied for materials returned later than the circulation due date.

F. Lost or Damaged Materials:

The user is charged a replacement fee for each lost or damaged descriptive movie as outlined in Idaho Code 33-2620 "Failure to Return Borrowed Material".