



Idaho  
Commission  
for Libraries

**TALKING BOOK SERVICE  
IDAHO COMMISSION FOR LIBRARIES**

Toll free: 1.800.458.3271  
Boise area: 334.2150  
Fax: 208.334.4016



**INSTITUTIONAL AGREEMENT**

Persons who use this service must have a visual and/or physical handicap or reading disability. Materials and equipment are for eligible patron use only.

**As The Responsible Party:**

- I certify that this service will be used by eligible patrons.
- 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 included with this form.
- I request \_\_\_ players.

Please print and sign two copies of this agreement and mail or fax 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 Institution		Phone Number
Street Address		E-mail address
City	State	Zip Code
Print name of staff member responsible for the service		Title
Signature: staff member responsible for the service		Date
Signature: Director/Administrator of Institution		Date

**PLEASE LIST USERS** (Use back of page if necessary)

Name                                      Birth date                                      Disability

**PLEASE LIST ADDITIONAL USERS**

Name

Birth date

Disability

TBS use only

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Talking Book Service Authorized Staff signature

Date