



Idaho  
Commission  
for Libraries

**TALKING BOOK SERVICE  
IDAHO COMMISSION FOR LIBRARIES**

Toll free: 1.800.458.3271  
Boise area: 334.2150



**SCHOOL AGREEMENT**

Persons using 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 one of the following: doctor of medicine, doctor of osteopathy, ophthalmologist, optometrist, psychologist, registered nurse, therapist, or professional staff of hospitals, institutions, and public or welfare agencies (such as an educator, social worker, case worker, counselor, rehabilitation teacher, certified reading specialist, school psychologist, superintendent, or librarian).

**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 or fax to:

Talking Book Service, Idaho Commission for Libraries 325 W. State St., Boise, ID 83702  
208.334.4016

One authorized copy will be returned to you.

\_\_\_\_\_  
Name of school 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: Principal/Supervisor Date

TBS use only

\_\_\_\_\_  
Signature: Talking Book Service Authorized Staff Date

**Talking Book Service (TBS)**  
**Loan Rules**  
**July 2019**

The following guidelines are based on the National Library Service Network Library Manual and govern the circulation of materials and equipment to eligible blind and physically handicapped persons who are registered with the Idaho Talking Book Service. Users accept responsibility for using borrowed materials with reasonable care and for returning them to the Talking Book Service. Violation of these guidelines may result in suspension of some or all services.

**1. PATRON STATUS:**

**A. ACTIVE STATUS:**

To remain active, users must borrow at least one (1) book per year OR subscribe to at least one (1) 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 and braille books, magazines, and print/braille books are loaned free to eligible registered users. The Talking Book Service keeps records of all 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:**

The Idaho Talking Book Service shall establish the maximum number of titles each user may request; that information is available at the Commission office. Once a user reaches the established number of titles, no additional titles will be sent in that format until outstanding titles are returned. A user may request a change in the number of titles received at any time, up to the maximum.

**B. Loan periods:** The Idaho Talking Book Service shall establish loan periods for all titles; that information is available at the Commission office.

**C. Overdue Materials:**

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

**D. Fines:** No fines are levied for materials returned later than the circulation due date

**E. 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.

**4. SERVICE SUSPENSION:**

If any of the above guidelines are repeatedly violated, the user's service may be suspended pursuant to the following suspension procedure.

1. Service staff will discuss the violation with the user.

2. A warning letter will be sent to the user that summarizes the discussion and the violation. The user will have an opportunity to reply within 10 business days.

3. If guideline violations continue, a second warning letter will be sent, citing the earlier warning letter and listing examples of subsequent violations. The service can be suspended for up to six (6) months. A specific date to reinstate service will be included in this letter. The user will have an opportunity to reply within ten (10) business days.

4. When service is reinstated, a letter will be sent notifying the user of reinstatement of service and reminding the user that further documented violations will result in another suspension of service.