

## Institutional Acknowledgment for NLS Services and Devices

Required for Institutions Serving Users who are Minors (Under 18 Years Old)

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.

Date \_\_\_\_\_

Name of Institution \_\_\_\_\_

Full Name of Legally Authorized Representative \_\_\_\_\_

Title of Legally Authorized Representative \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address of Legally Authorized Representative \_\_\_\_\_

Phone Number 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 \_\_\_\_\_

**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.

**Personal Information:** Personal 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.

Send,  
Scan or  
Fax to:



Wisconsin Talking Book and Braille Library  
813 W. Wells St, Milwaukee, WI 53233-1436  
[wtbbl@milwaukee.gov](mailto:wtbbl@milwaukee.gov) FAX: 414.286.3102