



# Application for Institutional Learning Through Listening® (LTL®) Membership

## **SECTION 1: SCHOOL/INSTITUTION INFORMATION**

1. School/Institution Name\* \_\_\_\_\_
2. TaxID# \_\_\_\_\_
3. School/Institution Address\*  
 Address\* \_\_\_\_\_ City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_
4. Primary Contact\* \_\_\_\_\_ 5. Primary Contact Phone\* \_\_\_\_\_
6. Fax \_\_\_\_\_ 7. E-mail Address\* \_\_\_\_\_
8. Delivery Address\* (if different from #3. **NO PO BOXES, PLEASE**)  
 Address\* \_\_\_\_\_ City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_
9. Delivery Contact (if different from #4) \_\_\_\_\_ 10. Delivery Phone/Fax \_\_\_\_\_
11. Billing Address\* (if different from #3)  
 Address\* \_\_\_\_\_ City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_
12. Billing Phone \_\_\_\_\_ Fax \_\_\_\_\_

### **13. Membership Options\***

Select your Membership level	Number of Audiobooks Annually	Typical Number of Students Served	Annual Fee
<input type="checkbox"/> Level 1	25	1-12	\$350
<input type="checkbox"/> Level 2	50	13-25	\$500
<input type="checkbox"/> Level 3	100	26-40	\$950

## **SECTION 2: DISABILITY DECLARATION**

Please indicate the educational level of the students you will serve through this membership:

- Elementary    Middle    High School    College/University    Graduate School    Adult

Please indicate the disability that limits your students' ability to read standard print effectively (check all that apply)

- Blindness/Visual Impairment    Learning Disability    Other Physical Disability

Do any of the students you serve use braille?    Yes    No

### **\*REQUIRED INFORMATION**

## **SECTION 3: MEMBERSHIP AGREEMENT & COPYRIGHT ACKNOWLEDGMENT**

### **Membership Agreement**

- Through this LTL Membership, I agree to provide RFB&D® books only to students who meet the print-disability requirements: all students who use RFB&D's books have a learning disability, visual impairment or other physical disability which limits their ability to effectively read standard print. This disability will be certified by a competent authority.
- Appropriate certifying experts may differ from disability to disability. If you have any questions about who is a competent authority, please visit [www.rfbd.org/certification.htm](http://www.rfbd.org/certification.htm) or call Member Services at **800-221-4792**.
- I agree to certify all students using this program by submitting the Student Certification form provided by RFB&D by the end of my membership year. I understand that RFB&D cannot process a membership renewal without this completed form.
- Our LTL membership is valid for one year. Should I choose not to renew I will destroy all RFB&D books in my possession.
- I agree to provide services to only one school site.
- LTL members may cancel their membership for a full refund within 60 days of registration or renewal.
- The Individuals with Disabilities Education Act (IDEA) requires RFB&D to ensure that no portion of the costs associated with institutional membership are incurred by students. In accordance with that requirement, I agree not to pass along any costs associated with RFB&D membership to the students being served through this membership.

### **Copyright Acknowledgment**

The contents of all RFB&D books are protected under copyright law. RFB&D strictly regulates the distribution of materials within a qualified member population that has provided documented evidence of a print disability. Copying, sharing or redistributing RFB&D books in any form to any person is strictly prohibited by law and is a violation of publishers' rights and the terms of your membership. Violators face a permanent suspension of RFB&D membership benefits and possible civil or criminal penalties.

### **Acceptance**

Under penalty of perjury (see 17 U.S.C. 506(a), 1201-1204 and 18 U.S.C. 1001, 2319, and related statutes), I understand the statement above and agree to all terms and conditions of RFB&D membership. I agree not to copy, share or redistribute RFB&D books in any form, to any person. I understand that to do so may result in permanent suspension of RFB&D membership benefits and possible civil or criminal penalties.

Signature of Authorized Agent\* \_\_\_\_\_ Date\* \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

**SECTION 4: AUDIOBOOKS (YOUR MEMBERSHIP INCLUDES SEVERAL AUDIOBOOK FORMAT CHOICES)**

**AudioPlus books on CD and downloadable**

- All AudioPlus books are recorded in DAISY format to play on specialized DAISY playback systems.
- No matter how you choose to receive your AudioPlus books, features remain the same: enhanced navigation so users can move easily from page to page or chapter to chapter, variable speed playback and bookmarking capabilities.
- We offer DAISY equipment and software for sale. Visit [www.rfbd.org](http://www.rfbd.org) for product information or call Member Services at **800-221-4792**.
- AudioPlus CDs are shipped **Free Matter for the Blind & Other Physically Handicapped Persons** which can take up to two weeks to arrive. See the UPS shipping rates in the Shipping section for other options.

**AudioAccess enables downloading of audiobooks**

- Audiobooks ordered through AudioAccess can only be ordered using our online catalog. Once you receive your welcome letter you can activate your online account and begin ordering.
- AudioAccess digital files sync easily between Microsoft Windows-based computers and compatible media players. For more information, visit <http://support.rfbd.org> or call product support at **800-772-3248**.

I would like to order the following AudioPlus books on CD:

	<b>Title</b>	<b>Author</b>	<b>Quantity</b>	<b>RFB&amp;D Shelf #</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**SECTION 5: PLAYBACK EQUIPMENT (FOR AUDIOPLUS BOOKS ON CD ONLY)**

Playing RFB&D's audiobooks requires special equipment. Visit [www.rfbd.org](http://www.rfbd.org) and click on the "Players and Accessories" button to view our entire line of players. *Note: Equipment is shipped UPS Ground*

QTY \_\_\_\_\_ Model \_\_\_\_\_ Price \_\_\_\_\_

QTY \_\_\_\_\_ Model \_\_\_\_\_ Price \_\_\_\_\_

QTY \_\_\_\_\_ Model \_\_\_\_\_ Price \_\_\_\_\_

**Equipment Total** \_\_\_\_\_

## SECTION 6: SHIPPING

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### SHIPPING RATES FOR UPS GROUND

1-5 items	\$10.00
6-15 items	\$15.00
15 or more items	Please call for rates

Please provide street address. UPS will not ship to a PO Box. **For shipments to Alaska and Hawaii, please call Member Services at 800-221-4792.**

*Note: Membership, equipment and shipping prices are all subject to change without notice.*

## SECTION 7: ORDER TOTAL

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Membership Fee Total \$ \_\_\_\_\_

Equipment Total \$ \_\_\_\_\_

Shipping Total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

## SECTION 8: PAYMENT INFORMATION

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Method of Payment:

Check (Make check/PO payable to: RFB&D, 20 Roszel Road, Princeton, NJ 08540)

Purchase Order # \_\_\_\_\_ (Please attach PO) Promotional Code \_\_\_\_\_ (If applicable)

Credit Card

VISA

MASTERCARD

DISCOVER

AMEX

Credit Card Number \_\_\_\_\_ Expiration: Month \_\_\_\_\_ Year \_\_\_\_\_

Credit Card Authorization Signature \_\_\_\_\_

Name on Credit Card (please print) \_\_\_\_\_

Billing Address (If different from shipping) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**Thank you for completing this membership application. We look forward to serving you!**



20 Roszel Road, Princeton, New Jersey 08540 • 800-221-4792 • www.rfbd.org

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**\*REQUIRED INFORMATION**

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800-221-4792

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