

## Application for Client Access Support account

Last updated: July 2019

CELA's **Client Access Support** program is designed for people who will assist privately tutored students, CNIB clients, residents of seniors' residences or long-term care facilities to access CELA's alternate format collection. Educators in a primary, secondary or post-secondary institution may register for [CELA's Educator Access program](#). If you are unsure which program to register for, please call us at 1-855-655-2273, x 2 or email [members@celalibrary.ca](mailto:members@celalibrary.ca) to ask.

Client Access Support accounts are valid until October 1 of the next year. Accounts approved on or after October 1 will expire on Oct 15 of the following year. We will send you a renewal notice.

CELA services are offered via participating [public libraries](#) for their patrons with print disabilities. A print disability makes it difficult or impossible to read ordinary print books, and includes visual disabilities, physical disabilities and learning disabilities.

To apply for a Client Access Support account,

- Provide a valid public library card number from a CELA member library. A list of CELA libraries can be found at [celalibrary.ca/memberlibraries](http://celalibrary.ca/memberlibraries)
- If you are a resident in Quebec, a valid library card number from Bibliothèque et Archives nationales du Québec (BANQ) is required
- Complete the form below and email to [members@celalibrary.ca](mailto:members@celalibrary.ca)

Once we receive your application form, we will create a CELA account for you and will email your library account number and password.

## **APPLICATION**

Public library barcode number:

Number of individuals that you expect to support:

First name:

Last name:

Job title:

Name of organization (where applicable):

Address:

City:

Province or territory:

Postal code:

Work telephone:

Work email (required):

Preferred language of communication (English/French):

With this account, I intend to:

Train clients

Borrow books on behalf of clients

I want to subscribe to CELA's Open Book e-newsletter.

## **CELA's Privacy and Terms of Use**

**Please read and sign. Applications will not be processed without a signature.**

Books and other reading materials in the CELA library (celalibrary.ca) are for the exclusive use of persons with perceptual disabilities, as defined in the Canadian Copyright Act.

More specifically, a print disability can be a:

- Learning disability: An impairment relating to comprehension
- Physical disability: The inability to hold or manipulate a book
- Visual disability: Severe or total impairment of sight or the inability to focus or move one's eyes

My signature below confirms that I understand and agree with the purpose of the Client Access Support Program which is intended to develop the knowledge and skills of individuals registered for CELA service so they can use the service independently, or to act as an intermediary for individuals who need assistance accessing the service.

I also agree not to use my access to CELA service for any purpose, professional or personal, other than the use as described in the **Privacy and Terms of Use**.

**Applicant's signature:**

**Date:**

Thank you for supporting the people who use CELA service.

### **Privacy and Terms of Use**

As a Client Access Supporter, you may borrow or download physical or electronic materials in order to train individuals with print disabilities to use the service or to assist them in accessing CELA library materials. CELA may suspend or terminate your access to its collections and services without prior notice if you engage in conduct that CELA believes violates its Terms of Acceptable Use for Client Access Supporter (opens in a new window)

CELA is committed to preserving and safeguarding your privacy. CELA's [Privacy Policy](#) (opens in a new window) sets out the manner in which the personal information of CELA users is collected, used, disclosed and otherwise managed.