

PATRON REGISTRATION FORM

Please use this printable form if you do not have internet access when meeting with a patron about CELA registration. You must send CELA the patron’s registration details using the online patron registration form at <https://registration.celalibrary.ca>. Forms **cannot be emailed or faxed**. Once we receive the form, service will begin within 5 business days.

Please give a copy of the “Welcome to CELA” document to the patron. This document explains how to use CELA services.

Questions? CELA Member Services 1-855-655-2273

members@celalibrary.ca

Visit us at celalibrary.ca

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PUBLIC LIBRARY INFORMATION

Patron's public library card number or barcode (required):

Name of public library (required):

Province or territory (required):

Library staff name (required):

Library staff phone(required):

Library staff email (required):

PATRON INFORMATION AND CONTACT DETAILS

Title: Mr. Mrs. Ms. Other

First name (required):

Last name (required):

CELA uses patron's date of birth for statistical purposes and for providing services to children. The date of birth is required for patrons **under** age 18. CELA will not share or use this information for other purposes.

Prefer not to give birthdate :

Date (YY-MM-DD):

Gender: Female Male Other Prefer not to say

Mailing address

Street address 1 (required):

Street address 2:

City (required):

Prov.:

Postal code:

Contact information

The email address is optional, but to use our online services you must provide an email address. E-mail:

Home phone (required): ()

Cell phone: ()

Preferred communication language (required): English French

DESIGNATE INFORMATION

You may designate someone you know and trust to manage services on your behalf.

Yes No (continue to Eligibility section)

Patron consent, if present:

You understand that my designate will have full access to my service information.

Designate name (required):

Relationship to patron (required):

Designate phone (required): ()

Designate email (required):

Designate terms of use (required):

As designate, I understand that the library materials you request or download are for the exclusive use of the patron with a print disability who is to receive service and not for my own use. You agree to respect the patron's privacy and freedom to read a wide variety of materials and viewpoints. If the patron is not present during the completion of this form, you agree to inform the patron of the terms and conditions of my role. CELA may contact the patron to confirm that consent has been provided. You understand that violation of these terms will result in cancellation of service.

ELIGIBILITY

Disability

Access to the CELA collection is restricted to people living in Canada who cannot read ordinary print because of a visual, physical or learning disability, in accordance with Section 32 of the Canadian Copyright Act.

Definition of print disability. Select all disability types that apply (required):

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

Acceptable use

CELA's collections and services are for my personal use and enjoyment only. I understand and agree that CELA may suspend or terminate my access to its collections and services without prior notice if I engage in conduct that CELA believes, in its sole discretion, violates any term or provision of its Terms of Acceptable Use.

Privacy

CELA is committed to preserving and safeguarding your right to privacy. I have read and understand CELA's Privacy Statement.

SERVICES

CELA's online digital library of books, magazines, movies and newspapers allows you to:

- Read online
- Download to your computer
- Download to your DAISY audio player (Direct to Player service)
- Have audio CDs, movies or braille delivered to your home.

Select **Online service only** if you only want to read online or download to your computer. You have completed the CELA registration form.

Select **I want materials delivered to me** if you want Direct to Player Service or to have audio CDs, movies or braille delivered to your home. You will be asked about your reading interests so that we know the kinds of material to send you.

Select your service type (required):

- Online service only. Please send me my user name and password (email address required)
- I want materials delivered to me
- I want materials delivered to me and online service (Please send me my user name and password (email address required)).

FORMATS AND FREQUENCY OF DELIVERY

CELA offers reading materials in a wide range of formats so that you can read in the format of your choice. Braille books, printbraille (picture books for young children with braille added) and described movies are available in English only. For French resources, please contact the Bibliothèque et Archives nationales du Québec (BAnQ) at 1-866-410-0844.

All CELA patrons can choose their own books. You can choose your own books by placing holds online or by contacting the CELA Helpline.

In addition, you can tell us what types of books and authors you enjoy and let our system select them for you automatically. We keep a history of the books you read so you do not receive them twice. If you choose automated selection, you can still place holds on specific titles at any time.

Format	Delivery options	Language	Delivery schedule	Selection
Audio books	<input type="checkbox"/> CDs in the mail <input type="checkbox"/> Download to DAISY player <input type="checkbox"/> Online or download to a computer or a mobile device	<input type="checkbox"/> English <input type="checkbox"/> French	Choose one: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Number of books (circle one): 1 2 3 4	<input type="checkbox"/> I want to choose my own books. <input type="checkbox"/> I want your system to help select books for me.
Musical instrument lessons on audio CD (written for people who are blind or partially sighted).	<input type="checkbox"/> I want to borrow audio musical instrument lessons.	English only	I choose my own books.	No automatic selection

Braille books - uncontracted	Mail delivery	English only	Choose one: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Number of books (circle one): 1 2 3 4	<input type="checkbox"/> I want to choose my own books. <input type="checkbox"/> I want your system to help select books for me.
Braille books - contracted	Mail delivery	English only	Choose one: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Number of books (circle one): 1 2 3 4	<input type="checkbox"/> I want to choose my own books. <input type="checkbox"/> I want your system to help select books for me.
Printbraille books - uncontracted	Mail delivery	English only	Choose one: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Number of books (circle one): 1 2 3 4	<input type="checkbox"/> I want to choose my own books. <input type="checkbox"/> I want your system to help select books for me.
Printbraille books - contracted	Mail delivery	English only	Choose one: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Number of books (circle one): 1 2 3 4	<input type="checkbox"/> I want to choose my own books. <input type="checkbox"/> I want your system to help select books for me.
Braille music scores – 2,800 scores in braille music notation	<input type="checkbox"/> I want to borrow braille music scores.	n/a	n/a	I choose my own books.

Described movies

CELA has a small collection of described movies in English. These movies have a special audio track that describes settings and actions during pauses in the dialogue for people who are blind or partially sighted.

Caution: You may require assistance from a sighted person to turn on the descriptive track for recent movies on DVD. You need to place holds for these movies.

<input type="checkbox"/> DVD <input type="checkbox"/> VHS videocassette	<input type="checkbox"/> General audience <input type="checkbox"/> Parental guidance <input type="checkbox"/> Restricted	Choose one: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Number of books (circle one) 1 2 3 4	<input type="checkbox"/> I want to choose my own movies. <input type="checkbox"/> I want your system to help select movies for me.
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Choose a wide range of genres so you do not run out of movies:

- Movies for kids and family
- Movies for adults

OR choose from genres below:

- | | |
|---|--|
| <input type="checkbox"/> Action and adventure | <input type="checkbox"/> Historical |
| <input type="checkbox"/> Animal stories | <input type="checkbox"/> Mysteries and crime stories |
| <input type="checkbox"/> Classic films | <input type="checkbox"/> Native peoples fiction |
| <input type="checkbox"/> Comedy | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Documentaries | <input type="checkbox"/> School stories |
| <input type="checkbox"/> Family stories | <input type="checkbox"/> Science fiction |
| <input type="checkbox"/> Fantasy | <input type="checkbox"/> Sports |
| <input type="checkbox"/> General films | <input type="checkbox"/> Suspense and thrillers |
| <input type="checkbox"/> Ghost and horror stories | <input type="checkbox"/> War films |
| | <input type="checkbox"/> Westerns |

READING PREFERENCES

Reading level

If you select kids or teens, please keep us up to date on the age or grade level of books you want to receive. We recognize that people may be at different reading levels, so we do not adjust this information automatically.

Content accepted

You can eliminate content such as sex, profanity, and descriptions of violence by selecting Gentle fiction or Christian fiction on the following pages. We cannot guarantee you will not receive this type of content in other books but we can reduce it.

To avoid this type of content in other books, tell us what you **will accept**.

Format	Reading Level	Content accepted
Audio books	<input type="checkbox"/> Adult <input type="checkbox"/> Teens <input type="checkbox"/> Grades 5-8 <input type="checkbox"/> Grades 4-7 <input type="checkbox"/> Grades 3-6 <input type="checkbox"/> Grades 2-4 <input type="checkbox"/> Kindergarten to grade 3 <input type="checkbox"/> Preschool to grade 2	<input type="checkbox"/> Synthetic voice (computer generated audio rather than a human narrator). <input type="checkbox"/> Sexual content <input type="checkbox"/> Profanity <input type="checkbox"/> Descriptions of violence
Braille books - uncontracted	<input type="checkbox"/> Adult <input type="checkbox"/> Teens <input type="checkbox"/> Grades 5-8 <input type="checkbox"/> Grades 4-7 <input type="checkbox"/> Grades 3-6 <input type="checkbox"/> Grades 2-4 <input type="checkbox"/> Kindergarten to grade 3 <input type="checkbox"/> Preschool to grade 2	<input type="checkbox"/> Sexual content <input type="checkbox"/> Profanity <input type="checkbox"/> Descriptions of violence

Braille books - contracted	<ul style="list-style-type: none"><input type="checkbox"/> Adult<input type="checkbox"/> Teens<input type="checkbox"/> Grades 5-8<input type="checkbox"/> Grades 4-7<input type="checkbox"/> Grades 3-6<input type="checkbox"/> Grades 2-4<input type="checkbox"/> Kindergarten to grade 3<input type="checkbox"/> Preschool to grade 2	<ul style="list-style-type: none"><input type="checkbox"/> Sexual content<input type="checkbox"/> Profanity<input type="checkbox"/> Descriptions of violence
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GENRES

Select a wide range of genres so you do not run out of books. Adult and kids genres are listed separately. You will also be able to choose and favourite authors. If you are selecting more than one format and wish to select different genres for each, please copy this page.

Adult fiction categories	Adult non-fiction categories
<ul style="list-style-type: none"> <input type="checkbox"/> Adventure stories <input type="checkbox"/> Animal stories <input type="checkbox"/> Award-winners <input type="checkbox"/> Bestsellers <input type="checkbox"/> Canadian authors <input type="checkbox"/> Canadian fiction <input type="checkbox"/> Christian fiction (no sexual content, profanity or descriptions of violence) <input type="checkbox"/> Classic fiction <input type="checkbox"/> Disabilities fiction <input type="checkbox"/> Erotic fiction <input type="checkbox"/> Fantasy <input type="checkbox"/> Family stories <input type="checkbox"/> Gay and lesbian fiction <input type="checkbox"/> General fiction <input type="checkbox"/> Gentle fiction (no sexual content, profanity or descriptions of violence) <input type="checkbox"/> Ghost and horror stories <input type="checkbox"/> Historical fiction <input type="checkbox"/> Humour <input type="checkbox"/> Movie and television tie-ins <input type="checkbox"/> Multi-cultural stories <input type="checkbox"/> Mysteries and crime stories <input type="checkbox"/> Native peoples fiction <input type="checkbox"/> Poetry and plays <input type="checkbox"/> Romance <input type="checkbox"/> Science fiction <input type="checkbox"/> Serious and literary fiction <input type="checkbox"/> Short stories <input type="checkbox"/> Sports fiction <input type="checkbox"/> War stories <input type="checkbox"/> Westerns <input type="checkbox"/> Other genres: 	<ul style="list-style-type: none"> <input type="checkbox"/> Adventure and exploration <input type="checkbox"/> Arts and entertainment <input type="checkbox"/> Award-winners <input type="checkbox"/> Bestsellers <input type="checkbox"/> Biography <input type="checkbox"/> Blindness and visual impairment <input type="checkbox"/> Business and economics <input type="checkbox"/> Canadian authors <input type="checkbox"/> Customs and culture <input type="checkbox"/> Disabilities <input type="checkbox"/> Family and relationships <input type="checkbox"/> Parenting <input type="checkbox"/> Food and drink <input type="checkbox"/> General non-fiction <input type="checkbox"/> Health and medicine <input type="checkbox"/> History <input type="checkbox"/> Hobbies and crafts <input type="checkbox"/> Home and garden <input type="checkbox"/> Humour <input type="checkbox"/> Law and crime <input type="checkbox"/> Music <input type="checkbox"/> Native peoples <input type="checkbox"/> Nature <input type="checkbox"/> Paranormal <input type="checkbox"/> Philosophy <input type="checkbox"/> Politics and government <input type="checkbox"/> Religion <input type="checkbox"/> Science and technology <input type="checkbox"/> Self-help <input type="checkbox"/> Social issues <input type="checkbox"/> Sports and games <input type="checkbox"/> Travel and geography <input type="checkbox"/> War <input type="checkbox"/> Writing <input type="checkbox"/> Other genres:

Favourite authors

Do you have any favourite authors? Indicate names below with the author's first and last name:

Kids and teens – Fiction categories	Kids and teens -- Non-fiction categories
<ul style="list-style-type: none"> <input type="checkbox"/> Adventure stories <input type="checkbox"/> Animal stories <input type="checkbox"/> Award-winners <input type="checkbox"/> Disabilities fiction <input type="checkbox"/> Family and friendship stories <input type="checkbox"/> Fantasy <input type="checkbox"/> Folklore, fables and fairy tales <input type="checkbox"/> General fiction <input type="checkbox"/> Ghost and horror stories <input type="checkbox"/> Historical fiction <input type="checkbox"/> Holiday fiction Humour <input type="checkbox"/> Mysteries and crime stories <input type="checkbox"/> Native peoples fiction <input type="checkbox"/> Nursery rhymes and poetry <input type="checkbox"/> Plays <input type="checkbox"/> Romance School stories <input type="checkbox"/> Science fiction <input type="checkbox"/> Short stories <input type="checkbox"/> Sports fiction <input type="checkbox"/> War stories <input type="checkbox"/> Other genres: 	<ul style="list-style-type: none"> <input type="checkbox"/> Adventure and exploration <input type="checkbox"/> Arts and entertainment <input type="checkbox"/> Blindness and visual impairment <input type="checkbox"/> Computers <input type="checkbox"/> Dinosaurs <input type="checkbox"/> Disabilities <input type="checkbox"/> Family <input type="checkbox"/> General non-fiction History <input type="checkbox"/> Humour <input type="checkbox"/> Music <input type="checkbox"/> Native peoples <input type="checkbox"/> Natural world <input type="checkbox"/> Paranormal <input type="checkbox"/> People <input type="checkbox"/> Places <input type="checkbox"/> Religion <input type="checkbox"/> Science <input type="checkbox"/> Social issues <input type="checkbox"/> Sports and games <input type="checkbox"/> War <input type="checkbox"/> Other genres:

Favourite authors – kids and teens books

Do you have any favourite authors? Indicate names below with the author's first and last name:

Printbraille books – children’s picture books with braille

Printbraille Fiction

- Adventure stories
- Animal stories
- Award-winners
- Family and friendship stories
- Fantasy
- Folklore, fables and fairy tales
- General fiction
- Holiday fiction
- Humour
- Mysteries and crime stories
- Native peoples fiction
- Nursery rhymes and poetry
- School stories
- Science fiction
- Other fiction

Printbraille – Non-fiction

- Adventure and exploration
- Arts and entertainment
- Dinosaurs
- Disabilities
- General non-fiction
- History
- Humour
- Music
- Native peoples
- Natural world
- Paranormal
- People
- Places
- Religion
- Science
- Social issues
- Sports and games
- Other non-fiction

Favourite authors – printbraille books

Do you have any favourite authors? Indicate names below with the author’s first and last name:

MAGAZINES

Audio magazines

Audio magazines from CELA are in DAISY format. You can download each issue from our digital library or receive a CD by mail once a month with the latest issue of **all** magazines.

English magazines:

- Canadian geographic
- Chatelaine
- Good times
- Maclean's
- Reader's digest

Send the monthly English magazine CD

French magazines:

- Actualité
- Le bel âge
- Géographica
- Sélection du Reader's digest

Send the monthly French magazine CD

Foreign languages:

Select all magazines in other languages you want to receive on CD:

- Italian: Oggi (news and gossip magazine)
- Mandarin: Du zhe wen zhai (Reader's Digest)
- Polish: Focus (current events specializing in science and technology)

Braille magazines

CELA offers magazines in contracted braille for adults and teens. These magazines are only available by mail.

Select all magazines that interest you:

- Access it (accessible technology)
- Aphra (women's magazine with articles on politics, lifestyle and health)
- Braille chess magazine
- Braille music magazine
- Compute it (aomputer related news)
- Conundrum (puzzles, crosswords, etc.)
- Daily bread (commentary on Bible verses)
- Dialogue (crticles by and about persons with visual impairments)
- Home help (fashion, crafts and recipes)
- Madam (fiction, fashion, crafts and recipes)
- NB (New Beacon) (articles for and by persons with visual impairments)
- NBA bulletin (news about braille transcription)
- Our special (crafts, recipes and consumer info)
- Progress (news and current events)
- Pure (fashion and star interviews for teen readers)
- Reader's digest (general interest family magazine)
- Shaping up (health and exercise, with product reviews)
- Spectrum (articles on health, fitness and diets)
- Syndicated columnists weekly (economics, politics, and sports columns)
- The torch (evangelism and bible studies)
- Upbeat (articles on all things music)

BOOKSHARE

Bookshare gives CELA patrons access to over 185,000 titles for free! Find New York Times bestsellers, novels, children's books, mysteries, science fiction, nonfiction, foreign-language books, and more. With Bookshare patrons can:

- Read and listen to words read aloud
- Increase font size and read with large print
- Read on computers, tablets, smartphones, braille displays, and many other technologies
- Get free reading software

Bookshare lets you download books in DAISY Text, DAISY Audio (synthetic voice), MP3 (synthetic voice), or Braille Ready Format. Note that Bookshare is an online-only service - you cannot order books on CD.

How to sign up for Bookshare

Bookshare requires you to:

1. Complete the Bookshare online sign up form
2. Complete the [Bookshare proof of disability form](#)

CELA will confirm with Bookshare that you are eligible for a free Bookshare membership.

CNIB clients: If you receive services from CNIB and have a valid CNIB ID card you can scan and submit a copy of your card to members@celalibrary.ca.



Welcome to CELA!

We have received your registration form. Service will begin within 5 business days. If you requested an online digital library account, we will contact you or your designate with a username and password. If you did not request an online digital library account, you will receive books in about 2 weeks. If you signed up for Direct to Player service we will contact you about configuring your player.

If you have questions or would like to change the information submitted, contact the CELA Helpline at 1-855-655-2273 or help@celalibrary.ca.

Contact us

Phone: 1-855-655-2273

Email: help@celalibrary.ca

Requesting books or movies

To request specific books or movies, log in to celalibrary.ca and select the "Get it" link for the books you wish to receive. If you do not have a computer, call CELA Helpline at 1-855-655-2273 to request specific books.

Returning books or movies

Return books promptly to ensure that you receive new books regularly. Our DAISY books on CD, our braille books and our described movies are sent to you by mail post-free, and you return them the same way. If you have too many books

checked out to you, your service will stop until you have returned some.

Books on CD

Your name and address will be printed directly on each CD, and will show through the plastic window on the envelope.

To send books on CD back to the library, flip the CD over so that the silver side with the tactile ridge shows through the plastic window. Canada Post will return it to CELA using the return address on the back of the mailer. We will then remove the book from your account.

Magazines on CD do not need to be returned.

Braille books and described videos

Braille books and descriptive videos are sent in bags, with a paper address card with your name and address on one side, and the CELA return address on the other. The hole in the card is in the lower right corner when you return the items.

To return a braille book or movie, place it back in its bag, flip the card over, and put it back in the mail.

Direct to Player

The method for returning books depends on the model of your DAISY player. For help, please contact CELA Helpline at 1-855-655-2273 or by email at help@celalibrary.ca

PRIVACY STATEMENT

The Centre for Equitable Library Access (**CELA**) is committed to preserving and safeguarding your right to privacy. As part of this commitment, CELA wants its client users (**Users**) to be fully aware of what happens to the personal information which CELA has in its possession. This Privacy Statement sets out the manner in which we will collect, use, disclose and otherwise manage the personal information of Users of **celalibrary.ca**, accessible at **<http://www.celalibrary.ca>**.

CELA has contracted management of the service operations, including collection acquisitions and production and administration of celalibrary.ca, including the software/catalogue, hardware, and telecommunications, to CNIB. CELA maintains a member database of Users in the celalibrary.ca catalogue to enable the lending of library materials.

CNIB and CELA are restricted in their access to and use of User data. Access to personal information is permitted only to support the provision of reading and collections use services, including registration, User support and library service consultation, or for database maintenance. CELA and CNIB are not permitted to access User personal information for any other purpose, unless specifically approved by an individual User.

Collection of personal information

CELA and/or CNIB on behalf of CELA collects personal information when a User:

- Registers as a user of celalibrary.ca;
- Participates in any interactive feature of celalibrary.ca;
- Requests our e-mail communications; or
- Provides us with comments or suggestions.

To register as a user of celalibrary.ca, public libraries collect a User's name and e-mail address and only such additional information as is needed for CELA to delivery library service. CNIB on behalf of CELA collects User suggestions and other feedback Users provide. User suggestions are used by CELA and CNIB to improve services and operations. In addition, when a member sends an e-mail message to CELA through celalibrary.ca, the time the message was sent, and the IP address from which it was sent is automatically collected by CNIB on behalf of CELA.

CNIB on behalf of CELA may also automatically collect general **anonymous** information related to the use of celalibrary.ca, such as the date and time Users visit the website and the pages visited on the website. In addition, CNIB on behalf of CELA collects cookie information from your browser to identify your computer and provide us with a record of your visits.

Use of personal information

The personal information Users provide us to register as a member of celalibrary.ca is used to identify Users and to administer their participation in celalibrary.ca interactive features.

CNIB on behalf of CELA may sometimes use the e-mail addresses and phone numbers of Users to investigate activity that may violate the [Terms of acceptable use](#) and in order to enhance the capabilities of internal security systems.

Personal information may be used to contact the User and/or the User's parent(s) and/or legal guardian(s) when necessary. These notices may include changes in our policies or other notices.

CNIB on behalf of CELA uses the Usage Data and feedback information to help understand how celalibrary.ca is used (e.g., which pages or sections are most popular and when the peak activity times are), and assists in planning for future improvements to the site to better meet Users needs.

Disclosure of personal information

CELA and its agent CNIB do not sell, rent or otherwise disclose any personal information about Users to any third party.

CELA may authorize CNIB from time to time to share anonymous aggregated demographic information and Usage Data with various third parties, such as our service providers. This is not linked to any information that can identify Users.

Security of personal information

CNIB as agent of CELA will maintain the personal information in its possession in appropriately secure data storage to safeguard it from unauthorized access, use or disclosure. By contract between CELA and CNIB, CNIB will maintain the strict confidentiality of all personal information collected, and will only disclose such information to employees and contractors of CNIB who require such information for the purposes set out above. Your personal information will be kept only for as long as it remains necessary or relevant for the purposes stated above or as otherwise required by law.

How to contact us

If you would like to review or update the personal information in the possession of CELA, or CNIB acting as agent for CELA or withdraw your consent for the collection, use and/or disclosure of your personal information, or if you have any inquiries or comments about this Privacy Statement, please contact the CELA Privacy Officer at 1.866.999.4976 or by e-mail at privacy@celalibrary.ca.