

Quick Guide

Individual Memberships for U.S. Students under 18 Years

Individual memberships allow individuals to download books (except textbooks) on their own. **Organizational memberships** allow organization staff to download books on behalf of individuals. **Get both** types of memberships to take the fullest advantage of the Bookshare™ library!

NOTE: If you already have an organizational membership through your school or other organization AND the teacher or staff person has provided you with individual membership registration forms to complete and send to Bookshare, skip steps 1-4. After you fax or mail your forms, begin at Step 5.

- 1** On the Bookshare home page, select “Individual Membership” under **Sign Up Today!**
- 2** Select “I am (or my child is) under 18 years of age.”
- 3** Download and complete the Individual Membership Agreement; obtain parent / guardian signature.
- 4** Provide Proof of Disability using one of the following options:
 - Download the form, print and obtain signature from a certifying professional OR fill out the form online and obtain signature from a certifying professional. Mail or fax completed form to: Bookshare Registration, The Benetech Initiative, 480 California Ave., Suite 201, Palo Alto, CA 94306-1609 or Fax: +1 (650) 475-1066.
 - Submit your NLS verification. If you receive services from the National Library Service, you can submit this information for verification online once you log in to Bookshare.
- 5** Bookshare will process registration forms within 48 hours of receipt and send email confirmation to you. Upon receipt of this email, follow directions to create your password.

Once registration has been approved and Proof of Disability and student status confirmed, the student’s account will be activated to begin downloading and reading books. For registration support please visit: <http://bookshare.org/contactUs> and select “Membership and Registration.”