

# Collection Request Form for Educators

## Salem Township Public Library

535 West Pike St., Morrow, OH 45152

Phone: (513) 899-2588 Fax: (513) 899-9420 [www.bierleyan@salem-township.lib.oh.us](mailto:www.bierleyan@salem-township.lib.oh.us)

- Please allow **7 days** to process your request.
- All requests are subject to availability and substitution may be necessary.
- Seasonal, holiday, and other frequently requested materials may be limited so plan accordingly.
- The library will contact you when your collection is ready. **You have 7 days to pick up your collection.**

Date submitting request: \_\_\_\_\_ Pick-up date (Allow 7 days after submitting request): \_\_\_\_\_

Educator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

School: \_\_\_\_\_ School phone: \_\_\_\_\_ ext. \_\_\_\_\_

Number of students: \_\_\_\_\_ Grade / Reading level: \_\_\_\_\_

Will the students have full access to these materials? Yes \_\_\_\_\_ No \_\_\_\_\_

**What is the assignment?** (For example: Write a 2-page report on Ancient Egypt civilization)

**What topics or themes do you need to cover?** (For example: pyramids, King Tut, daily life of Egyptians)

**What kinds of materials do you need?** (Subject to availability and substitution)

_____ Fiction	_____ Magazines	_____ Picture books
_____ Nonfiction	_____ Books on CD (limit 4)	_____ Stuffed Animal Kits (limit 4)
	_____ DVDs (limit 4)	_____ Music CDs (limit 4)

**Reference Carts:** If you are having your class work on a project in which they will likely use the public library as a resource, we can create a "REFERENCE CART" of relevant materials for them to use in the library. This will eliminate the problem of one student checking out all the books on a certain topic and leaving scant resources for the rest of your students.

### For Library Use

Date Request Received \_\_\_\_\_

Date Request Filled / Teacher Notified \_\_\_\_\_

Staff initial

Hold Collection until \_\_\_\_\_

**Date picked up** \_\_\_\_\_

9/19