

Teacher Request - Monthly Theme



Dear Teacher,

We would love to help you and your classroom by putting together materials for you. You only need to tell us your theme and we will personalize your request just for you!

Here's how it works:

- Please allow 2 or more weeks for us to get the collection together.
- Books are selected from the Jefferson Public Library collection only.
- There is a maximum of 40 books allowed, per request.
- There is a 6 book limit for popular themes (such as apples in the Fall).
- The checkout period is 4 weeks .



Please provide the following information so we can best meet your needs:

Name: _____

School Name: _____

Best way to contact you: PHONE / EMAIL _____

Age of students/grade level: _____

Please complete the table below with information about the amount and type of books you would like for each of your themes.

| Collection | How many books? |
|-------------------------------------|-----------------|
| Picture Books | |
| Early Readers | |
| Non-Fiction | |
| Other | |
| Total number of books per theme. | |
| Maximum number of books each month. | |

If we are unable to make your minimum # of book request due to limitations of theme, would you like us to add books that may not be related to your theme?

Yes _____

No _____

Please use this form for MONTHLY Teacher Requests

| Month | Theme(s) | Pick-up Date | Staff use ONLY: |
|-----------|----------|--------------|-----------------|
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |



Teacher: