

# One-Time Teacher Request Form

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:**

Date of request : \_\_\_\_\_ Date of Pick –up : \_\_\_\_\_

Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Best way to contact you: PHONE / EMAIL \_\_\_\_\_

Age of students/grade level: \_\_\_\_\_

Please complete the table below with information about requested theme(s) and amount of books requested.

Collection	Theme 1	Theme 2	Theme 3	Theme 4
Picture Books				
Early Readers				
Non-Fiction				
Other				
Total number of books				

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 \_\_\_\_\_

**Office Use Only** Received Date: \_\_\_\_\_ Completion Date : \_\_\_\_\_ Staff Initials : \_\_\_\_\_  
 Date Patron Called : \_\_\_\_\_