

Louisville Public Library

Teacher / Teacher-Librarian Collection Request

email: childrensreference@louisvilleco.gov | fax: 303-335-4833

Today's Date:

1. About the Teacher and the Class

a) Teacher's Name:

Telephone(s):

Email: Library Card Number:

b) School:

Grade / Grades: Reading Level:

2. About the Collection Request

Policy Note: There is a limit of 40 items per request. Requests may include up to ten A/V items, such as DVDs and books on CD. Please note that **DVDs circulate for only one week**. We will hold your items for five days from the requested pick-up date.

a) Pick-up date:

b) Subject of books:

c) What is the purpose of this request?:
(example: fiction/non-fiction comparisons)

d) Number and type of books? (example: 5 fiction, 5 non-fiction, 5 easy readers)

How many? What type? How many? What type?

How many? What type? How many? What type?

e) List the titles needed:

Title: Author:

Title: Author:

Title: Author:

Title: Author:

Title: Author: