

# LANSING PUBLIC LIBRARY

2750 Indiana Ave., Lansing, Illinois 60438

Phone (708) 474-2447

Fax (708) 474-9466

## CLASSROOM BOOK COLLECTION REQUEST

Book requests will be filled to your specifications whenever possible. We cannot fill requests for certain materials at peak times, e.g. Native Americans in November, Apple books in fall. Your understanding in this matter is appreciated.

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Library card number \_\_\_\_\_

School \_\_\_\_\_ Phone \_\_\_\_\_

Grade \_\_\_\_\_

Date needed \_\_\_\_\_ Requested Return Date \_\_\_\_\_

Subject(s) and books needed (specific titles are library's choice) \_\_\_\_\_

Number of books requested, if available \_\_\_\_\_

Reading level(s) of books \_\_\_\_\_

Other details (illustrations, # of pages, etc.) \_\_\_\_\_

Would you like us to try and borrow books from other libraries? (Books from other libraries may have different due dates and if overdue all the usual fines and fees apply.)

YES \_\_\_ NO \_\_\_

*LIBRARY USE ONLY:*

Request taken by \_\_\_\_\_ Filled by/date \_\_\_\_\_

Picked up or delivered on \_\_\_\_\_ by \_\_\_\_\_

Materials returned or collected on \_\_\_\_\_ by \_\_\_\_\_