



Teacher Collection Request

The Public Library of Cincinnati and Hamilton County

Library staff will prepare a collection of materials for you to pick up at your local branch. Collections may consist of books and audio materials (cassettes and CDs). You may request up to **50 total items**. Collections generally take up to **2 full weeks** to prepare. **All requests are subject to availability** and substitution may be necessary. Availability of seasonal, holiday and other frequently requested materials may be limited. The Library will contact you when your collection is ready to be picked up. You may place a request online at <http://kidspace.cincinnati.library.org/adults/collectionsOnline.aspx>.

Date of Request	Pickup Date	
Teacher's Name	Collection Card Number	
Home Telephone Number	Email	
School Name		
School Telephone Number	Grade Level	Reading Level

Please tell us how the materials will be used. This information will help us prepare the best possible collection.

Please tell us what you need. Be as specific as possible.

Examples:

- 20 books on ocean animals, fiction and nonfiction
- 10 books on families, fiction only
- 10 fun fiction books for independent reading

- 1 *Big Al* by Elborn, book
- 1 *Big Al* by Elborn, audiobook, CD or cassette
- 10 *Swimmy* by Lionni

<u>Quantity</u>	<u>Author/Title or Subject</u>	Fiction	Nonfiction
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If you would like to request additional items, please continue your request on the back.

Please remember, a collection consists of up to 50 total items.

Quantity	Author/Title or Subject	Fiction	Nonfiction
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Thank you for your request.