

# Teacher Pack Request

Date of request: \_\_\_\_\_

Date needed: \_\_\_\_\_ (Requests less than 3wks may be limited based on availability)

Teacher full name: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone or Email: \_\_\_\_\_ (how you would like to be contacted)

## Check all that Apply:

Picture books  Chapter Books  Beginner Readers  Board Books

Fiction  Nonfiction

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**Request type:** Pick up at library  **or** Drop off at school office (Cardington Only)

**Preferred Due Date** (up to 90 days from check out): \_\_\_\_\_

## Topic(s):

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Number of books (up to 75): \_\_\_\_\_

## Any additional notes/ comments:

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## Staff Use Only

Request taken by: \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Teacher Notified: \_\_\_\_\_ Picked up/Delivered \_\_\_\_\_