

# Lincoln Heritage Public Library Teacher Materials Request Form

\*All fields are required

**Teacher & School Information:**      *Today's Date:* \_\_\_\_\_

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

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

**Best Way to Contact?**

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

**Materials, Assignment & Date Needed:**

Grade Level of Requested Materials: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Please describe the subject/materials requested, the formats needed, and how many of each are desired.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Types of Materials/How Many: (use all four categories if needed)**

Fiction \_\_\_\_\_

Non-Fiction \_\_\_\_\_

DVD \_\_\_\_\_

Book on CD \_\_\_\_\_

Requests can be made by filling out this form and emailing it to Mrs. Shannon at [shannon@lincolnheritage.lib.in.us](mailto:shannon@lincolnheritage.lib.in.us), faxing it to 812.937.7170, or dropping it off in person. Please call Mrs. Shannon to confirm she has received your email or fax.

=====

**Library Use Only:**

Date received: \_\_\_\_\_

Date items placed on Holds Shelf: \_\_\_\_\_

Teacher Contacted: Date & Time: \_\_\_\_\_