

# Teacher Requests

A teacher with a valid NFPL library card may request that the Youth Services Librarian assemble a variety of materials on a specific subject for pick up.

The library will notify the teacher by phone or e-mail when the items are ready. Please allow the librarian 3 working days from the date of your request to assemble the materials.

A teacher may call in, fax or e-mail a request, but the items must be picked up at the library.

The librarian will notify the teacher if any substitutions need to be made.

\_\_\_\_\_  
Name \_\_\_\_\_

School \_\_\_\_\_

Phone Number \_\_\_\_\_ e-mail \_\_\_\_\_

Subject or Topic \_\_\_\_\_

Grade level of materials requested \_\_\_\_\_

Minimum Number of materials requested (please estimate) \_\_\_\_\_

Format (Fiction, non-fiction, DVD, etc.) \_\_\_\_\_

\_\_\_\_\_  
Additional Comments \_\_\_\_\_

\_\_\_\_\_  
Date Needed By \_\_\_\_\_ Date Requested \_\_\_\_\_

**The Newton Falls Public Library  
Youth Services Department  
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Newton Falls, Ohio 44444  
(330) 872-1282  
e-mail: [Chrissybraun@newtonfalls.org](mailto:Chrissybraun@newtonfalls.org)**