TEACHER COLLECTION REQUEST

*Date Wanted ___________________
(PLEASE ALLOW AT LEAST TWO WEEKS TO GATHER)

__________Self Pick-Up (Curbside Service Available)
__________*Troy “Pony” (Troy City Schools only - Wed)

Name ________________________________________
Library Card # _________________________________

Email Address _________________________________________
Phone __________________

School ____________________________ Grade_______

Reading Level: preschool________ grade 1-2________ grade 3-4 ________ grade 5-up________

Types of books requested: __________________________
Total # of books requested:________________

Subject area or Specific titles requested: _____________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

*MUST BE FILLED OUT completely FOR COLLECTION TO BE PROCESSED.
Any questions or comments should be referred to Tammy at tgrilliot@tmcpl.org

*****Staff use only below this line************************************************************

Date Received:____________________
Staff Initials:__________________
Teacher Collection Request

Educators may request a collection of books to be selected for them. The library staff enjoys helping teachers provide materials to enrich the learning experience of their students.

- Requests may be made by phone, email, or in person.
- Educators will receive a print out of every item in the collection.
- Requests must be made 14 days in advance of the intended pick-up date.
- The pick-up date is established when making the request.
- Delivery of a collection can be made to schools in Troy through the “school pony.”
- The collection will no longer be available if not picked up seven days after the established pick-up date.
- The library will fill all requests with the understanding that the demand for library resources may limit the materials available.
- A collection must be returned to the location where it was obtained.

Email Tammy at tgrilliot@tmcpl.org for more information.