

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: _____

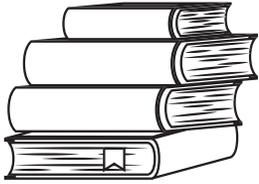
***MUST BE FILLED OUT completely FOR COLLECTION TO BE PROCESSED.**

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.