

Subject Request Form

Resource Sharing Program

This form is to be completed by the school librarian or their aide to request materials from the Delaware County District Library (DCDL) on a particular subject. ***** Please allow for a one week notice to gather assignment materials.**

PLEASE PHOTOCOPY THIS FORM AS NEEDED

School _____

School Library Phone Number _____ Today's Date _____

Librarians Name _____ Email _____

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Subject Requested _____

Grade Level _____ # of Items _____

Types of Materials Needed (check all that apply):

Books ____ Reference Materials ____ DVDs ____ Magazines ____ Websites ____ Other ____

Date Needed _____

Please describe assignment: _____

.....

Subject Requested _____

Grade Level _____ # of Items _____

Types of Materials Needed (check all that apply):

Books ____ Reference Materials ____ DVDs ____ Magazines ____ Websites ____ Other ____

Date Needed _____

Please describe assignment: _____

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Unless otherwise noted, DCDL will deliver your materials by the date needed. If you choose to pick up your materials, please indicate the branch you will be collecting from:

Delaware Branch ____ Powell Branch ____ Ostrander Branch ____ Orange Branch ____

Date materials will be picked up: _____

You must bring the school's library card to collect materials.

To submit form or get help researching a subject:

Mail or Deliver: Delaware County District Library

Attn: Outreach Services

7171 Gooding Blvd

Delaware, OH 43015

Fax: 740.549.0022

Email: outreach@delawarelibrary.org



Delaware • Ostrander • Powell • Orange

