



## BOOK RESERVES FOR STUDENT REPORTS

Teachers! This special service allows you to reserve sets of books at the Main Library and the Shute Park library for students to use in the library.

Tell us what your students are studying and we will reserve some of the information we have on your topic. Books on reserve may be used in the library, but may not be checked out during the time your students are writing their reports. In this way, ALL your students can have access to the information rather than only the first few students who check out all the books on your topic.

### BOOK RESERVE REQUEST FORM

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Subject/Assignment: \_\_\_\_\_

**Please include a copy of the assignment to help us search more effectively for materials.**

Age/Grade Level of Students: \_\_\_\_\_

How many books do you need? \_\_\_\_\_

Other information we may need: \_\_\_\_\_

Dates these materials should be held on reserve:

From \_\_\_\_\_ to \_\_\_\_\_

**(Please feel free to duplicate and distribute this request form to other teachers.)**

**Fax numbers: (503) 615-6601 Tanasbourne (503) 615-6501 Shute Park**

**Hillsboro Public Library**