



TEACHER PULLS

Guidelines for Use:

1. Please give as much information as you can when making teacher pull requests.
2. Include the date and approximate time you intend to pick up materials so that we can have them ready at the check-out desk. A minimum of five days enables us to search for additional sources of materials. We will call you if we are able to assemble your pull items early.
3. Remember that **the library card holder is responsible for all materials** checked out on that card.
4. If we are unable to fill your request, we will contact you as soon as possible with this information.
5. This service is intended to facilitate use of the library by both students and teachers but **it is not meant to take the place of individuals coming in to do research.** Remember that many more resources are available within the public library than will be checked out in these pulls! Come visit us to get "...the rest of the story."

TEACHER PULL 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: _____

How many books do you need? _____

Other information we may need: _____

Pick up date: _____ Library card barcode: _____

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

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

Hillsboro Public Library