



Batavia Public Library

Teacher Loan Request

Please Allow One Week for ALL Requests!

Teacher loans are provided for teachers who either work in a Batavia school or have a valid Batavia Public Library card and teach in another community.

Date of Request _____	Date Materials Needed _____
Teacher's Name _____	
School _____	Grade Level _____
School/LRC Phone Number _____	
Teacher's E-mail Address _____	
Subjects/Titles Desired _____	

Number of materials desired _____	
(Please note: The number of items sent will depend on the number of items available.)	
Which Formats are acceptable? (check as many as you wish)	
_____ Fiction Books _____ Non-Fiction Books _____ Magazines _____ Music CDs	
_____ Audio Books (choose cassettes or CDs or either) _____ Video Tapes _____ DVDs	

Check Out and Delivery Options - <u>Please Select One.</u>
_____ Option A: Please send these items via the Batavia School District van delivery. Option A requests MUST be submitted through each school's LRC Director. Items will be checked out on the school's Library Card and sent to the school's LRC for distribution to teachers.

_____ Option B: Please hold these items for me at the Batavia Public Library's Check Out Desk. I will be contacted when items are ready for pick-up and I will use my own personal card to borrow the items requested. I understand that I am responsible for returning these items to the Batavia Public Library.
This form may be submitted via FAX (630-879-9118) or in person at the Library. For further information, call the Youth Services desk at 630-879-4775, or the Adult Services desk at 630-879-4777 .

(For Library Use)

Received _____ Pulled _____ # Items Sent _____ Contacted/Sent _____