

Educator Materials Request

Ida Rupp Public Library

To request materials for use in your classroom, please fill out the following form and fax or drop off at the Ida Rupp Public Library.

Today's Date	
Name	
School	
Grade	
Topic (Be as specific as possible)	
Type of Material Requested (books, DVDs, etc.)	
Reading Level of Books Requested	
Number of Books Requested (please indicate if multiple copies are desired)	
E-Mail Address	
Work Phone	

- Please allow library staff a minimum of 2 weeks to gather materials.
- Once all items have been collected, an email will be sent to you. Please pick up the items within one week of the email.
- An educator card can be issued for the materials. Any materials for classroom use can be put on this card. No personal items should be put on this card. You can request items for your classroom using this card.
- Requests will be limited to 50 items on a single subject. Educators are always welcome to place additional online holds using the educator card.

Ida Rupp Public Library • 310 Madison • St. Port Clinton, OH 43452
419-732-3212 • FAX 419-734-9867 • www.idarupp.org

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