

Advance Material Collection

This option is geared towards teachers wishing to have the library pull library materials on a certain topic for them in advance, so they are ready to go when you arrive at the library. Complete this form and library staff will gather resources from the Waunakee Public Library and the South Central Library System to best meet your request. Return completed form at least one week in advance to the library, Attn: Brittany or by email to bgitzlaff@waupl.org.

Name and School: _____

Phone and/or Email: _____

Library Card Number: _____

Age or Grade of Children: _____

Topic: _____

Any specific titles or authors you'd like included: _____

Number of books needed (max 75): _____

Would you like any other format besides books? YES NO

If yes, what would you like? _____

Additional Information: _____

Please note: It can take up to 1-2 weeks for all materials to be available, especially if it is a high-interest topic. We appreciate as much notice as you can provide for this option. Brittany will notify you once all materials have arrived and you are responsible for picking up and returning materials and taking care of any fines, damages, or lost items that should arise. Teachers may use this option once per quarter or four times each year max.