

Book Collection Request Form



Franklin Public Library
 44 E. Fourth St.
 Franklin, OH 45005
 (937) 746-2665
 FAX (937) 746-2847

Springboro Public Library
 125 Park Lane
 Springboro, OH 45066
 (937) 748-3200
 FAX (937) 748-4831

- **Please allow 10 business days to process your request.** Additional time allows items to be collected from both library locations.
- Quantities may be limited due to high demand, especially for holiday and seasonal books.
- All requests are subject to availability, and substitutions may be necessary.
- The library will contact you when your collection is ready to be picked up, and you will have 5 days to pick up your collection.

Date of request: _____ Name on library card: _____
 Library card barcode: _____
 Pickup date: _____ Phone: _____
 Email: _____

Grade / Reading level: _____ School: _____

Quantity	Subject (please be specific)	Easy	Nonfiction
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

If you are seeking specific titles or items by specific authors, please list them below. Every effort will be made to fulfill these requests, but substitutions may be necessary.

Title	Author
_____	_____
_____	_____
_____	_____
_____	_____

If you would like to schedule a librarian classroom visit, please contact Lisa at the Franklin Library at (937) 746-2665.