

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



The Library provides this service for public, private, and home school teachers, parents, and group leaders who would like to receive a collection of library materials on particular topics.

Materials will be checked out on the library card of the individual placing the request. Patrons must have a valid library card and be in good standing according to the FSPL Circulation and Patron Behavior Policy before a book collection will be gathered.

Please allow seven days to process your request.

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 will hold the collection for seven days. Collections that are not picked up within seven days will be checked in and returned to the shelf.

| | |
|--|-----------------------------|
| Date of request: _____ | Name on library card: _____ |
| | Library card barcode: _____ |
| Desired pickup date: _____ | Phone: _____ |
| (Must be at least 7 days after date of request.) | Email: _____ |

| | |
|------------------------------|-------------------------------|
| Grade / Reading level: _____ | School (if applicable): _____ |
|------------------------------|-------------------------------|

| 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 |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

To schedule a librarian classroom visit, please contact Ally at the Franklin Library at (937) 746-2665.