

# Book Collection Request Form

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

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



- **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 Ally at the Franklin Library at (937) 746-2665.