

# Request a Closed Reserve Collection

- Assures you and your students that there will always be some resources available
- Puts your students in touch with library staff who may be able to help them find additional resources

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**Please submit this form at least 10 days before your students will need the materials.**

You may also send your request through School Mail, to the attention of Children's Services.

**School Name: \*** \_\_\_\_\_

**Grade: \*** \_\_\_\_\_

**Number of students who have been assigned this topic/project: \*** \_\_\_\_\_

**Class/Subject: \*** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Assignment date (start): \*** \_\_\_\_\_

**Assignment date (due): \*** \_\_\_\_\_

**Please describe the assignment and share any additional information that might help us understand student needs: \***

**List any specific titles you would like us to set aside, otherwise we will choose appropriate items:**

**Teacher Name: \*** \_\_\_\_\_

**E-mail: \***

**Home Phone:**

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**School Phone:**

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**Best time to contact me:**

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Send request to  
MCPL Children's  
Services

Updated February 23, 2012



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**Links:**  
[1] <http://mcpl.info/print/printpdf/childrens/request-closed-reserve-collection>  
[2] <http://mcpl.info/print/printpdf/childrens/request-closed-reserve-collection>  
[3] <http://mcpl.info/print/printpdf/childrens/request-closed-reserve-collection>