

# 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** \_\_\_\_\_

**School Phone** \_\_\_\_\_

**Best time to contact me** \_\_\_\_\_

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**Links**  
[1] <https://mgpl.info/childrens/request-closed-reserve-collection>