



# CUSTOMER BOOKING REQUEST FORM

PLEASE ALLOW 48 HOURS TO PROCESS YOUR ORDER

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Cell/Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Library Card # (Barcode) \_\_\_\_\_ PIN \_\_\_\_\_

Pickup Branch \_\_\_\_\_

Type of item to be booked *(use this list to fill in the type of material for each request below)*

Program Accessories Puppets Puppet Shows Story Sets (Flannel, Magnetic, etc.) Theme Kits

Book Discussion Sets: Project READ Teen READ Adult Audiobook Large Print

**LOAN PERIOD: Books – 6 weeks; Nonbook materials – 1 week**

Item/Title \_\_\_\_\_ # of copies \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ Type of material \_\_\_\_\_

Date Needed \_\_\_\_\_ *(Choose from the list of bookables above.)*

2<sup>nd</sup> Date Choice \_\_\_\_\_

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2<sup>nd</sup> Choice \_\_\_\_\_ Type of material \_\_\_\_\_

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2<sup>nd</sup> Date Choice \_\_\_\_\_

**Every effort will be made to place bookings for chosen dates, but there is no guarantee.**

**Please check your library account to verify bookings were able to be filled.**

Date Materials were Booked \_\_\_\_\_ By (Staff Member Initials) \_\_\_\_\_



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