



Classroom Collection Order Request Form Instructions

Classroom Collection Order Overview:

- Materials for learning and literacy support are available for request and delivery as part of the Educator Library Card, through the placement of a Classroom Collection Order request.
- This service is available to teachers and school library staff who have an Educator Library Card.
- Orders may include specific titles or authors of materials or general subjects for certain age groups or reading levels.
- Orders may include one Jolly Phonics Classroom kit per order
- For additional print or electronic copies of the Classroom Collection Order request form, email schoolservices@wbrl.ca, or visit wbrl.ca/programs-resources/teachers, or contact the School Services Lead (contact information is found below).

Classroom Collection Order Requests and Library Courier:

- To place your Classroom Collection Order request, please send your completed form to schoolservices@wbrl.ca.
- All information is required to ensure that the request is completed and that the items are delivered in a timely manner via the Library Courier.
- Once your request is received via email, Reference Services staff will fulfill your order. You will be notified if any requests involve unavailable titles. Titles with a current status of being checked-out may be put on request to be delivered at a later date or have an inter-library loan requested.
- Once the order is processed, you will be notified of your expected delivery date by the Library Courier or pick-up date at the Wood Buffalo Regional Library.
- While the Library Courier will provide Classroom Collection Order deliveries and retrievals on a weekly basis, please allow up to a **two week period** for any requests to be completed by staff and delivered via Library courier. Materials that are ready for retrieval must be scheduled a **minimum of five business days** prior to the retrieval date via email with the School Services Coordinator.

Please note:

- The number of materials borrowed on a particular subject may be limited, depending on the availability in the Library's collection.
- Teachers/School Library Staff placing holds on items via the WBRL website will not qualify for delivery of those items via the Library courier.

For further information, please contact:

Kelly Moore
Manager, Reference Services
School Services Lead
Wood Buffalo Regional Library

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