



WASHINGTON COUNTY LIBRARY SYSTEM

PATRON REQUEST FORM

Date: _____

Thank you for using the Washington County Library Patron Request form.

This form allows you to send in a request for items to be considered for purchase and inclusion into the Washington County Library collections.

The Washington County library considers all requests that are submitted under the guidelines provided in its materials selection and collection development policy <http://library.washco.utah.gov/policies/> in combination with reviews provided by our vendors and found in standard library and publishing industry related publications such as Library Journal, Publishers Weekly and other professional review sources.

The library has limited funds and limited space; therefore, it is primarily interested in purchasing titles that will appeal to a general audience. For material that is esoteric or no longer available for purchase we recommend the [Interlibrary Loan Program](#).

Not all titles or items submitted will be purchased. The library does maintain a "Wish List" for titles that will be re-considered at a later time. The library will contact you by phone or via email and let you know within 3 to 5 business days if your request has been placed on the "Wish List" or if the library will not be able to purchase the titles you submitted.

If your account is set up with an E-mail address, and the item is purchased you will receive a notification when the item is available and ready for pick up at the library branch of your choice, otherwise, you will have to call the library and check to see if your item has arrived. The library will hold reserved item(s) for you for 7 business days.

If you have any questions regarding this form or need assistance in filling it out, please contact the library using the following information:

Jennifer Bowen 435-301-7580 Ext 2287
Non-Fiction, Children (0 to 12 yrs), Graphic Novels

Jane Mann 435-301-7580 Ext 2269
Fiction, Young Adult (13 to 18yrs), Large Print

Name: _____

Library Barcode #: _____

Phone# _____

E-Mail Address: _____

I want to pick this title up at the _____ branch.

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☐

I would like to have this item reserved on my library card

I do not need to have this items reserved on my library card

I would like to request a:

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Book

Audio CD

Playaway

DVD

Blu-Ray

Magazine

E-Book

E-Audio

Other

☐
☐

Fiction

Non-Fiction

☐
☐
☐

Adult

Young Adult / Teen

Children's

☐

Large Print

Title: _____

Author: _____

Series Name: _____

Date(s): _____

Series # _____

Comments or Additional Information: _____

Staff initials: _____