



220 N. Union Street
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Dear Educator,

Greetings from the Kokomo-Howard County Public Library! One of our goals as a library is to provide quality, useful collections of library materials for the children of Howard County. In order to do that, it is imperative that there be close communication with you, *the adults who educate those children*.

KHCPL has a trained library staff that works daily with children, thus, we are very aware of both recreational and educational needs that those children may have here at the Library. We often get requests from children for specific titles, or for specific subject materials. However, it would be particularly helpful to us if we could also have specific requests for new materials from *educators* throughout our community. In order to build our collections to meet your students' needs, we must be aware of *your classroom needs*. For example, if you are doing a unit on endangered animals where students may need to use library resources, it is helpful for us to know that, as well as a time frame for when those materials may be in demand. This kind of feedback enables us to serve you in a number of different ways:

- 1) It assists us in selection of new materials for that subject area;
- 2) It helps staff prepare ahead of time by locating all resources available for that subject area;
- 3) It helps us determine relevant links to web sites to post on our library website; and,
- 4) It gives us information as to whether we need to send additional materials to a particular library branch or bookmobile for a specific time period.

Communication with us may also enable *you* to know whether your students will be able to locate the resources they need for a school assignment outside of your school setting.

We greatly appreciate your response. Your information will be extremely helpful as we develop our collections to meet both your needs and those of your students. Please feel free to call or e-mail me with any questions, concerns, or requests you may have concerning Kokomo-Howard County Public Library's juvenile collection. I will be happy to talk with you!

Deb Andrews
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EDUCATOR REQUEST FORM

**(Please use this form to request the purchase of additional materials for
the Kokomo-Howard County Public Library collection)**

SCHOOL/TEACHER: _____

GRADE LEVEL: _____

SUBJECT AREAS:

TIME OF YEAR NEEDED
