

Request an item NOT owned by Newton Public Library

Please PRINT all information

Today's Date: _____ NPL library card? (**Required**)

Your name: _____

Home phone: _____ Work phone: _____

Email: _____

Item not needed after this date (*if applicable*): _____

Item Type: Book DVD CD Large Print VHS Cassette

Title: _____

Author: _____

Other information that will help us find it: _____

Please answer the following to help us get your item quickly:

If the item is not found in Kansas libraries, do you want us to search for it out-of-state? (this can be done free of charge)

Yes No

Include libraries that charge? (this will widen the search)

Yes No If so, top \$ amount? _____

FYI

- Limit to **4 requests** at a time (this includes items currently checked out)
- Books published **in the last 3 months** will likely NOT be available
- Please allow **at least 1 week** for items to arrive
- Please contact us **if you no longer need the item**
- If we have not contacted you **after 1 week** please contact us and we will investigate the problem

Staff Notes

Not owned @ NPL

Our copy lost

Put on hold

C CM CAM NA

Out-of-state