



# Book Request Form

Agencies and schools serving low-income youth can request books to distribute **directly to children**. Our library contains new and used books sorted by grade category. We cannot fill requests for specific content at this time. **Book requests are subject to availability**. Please complete all the information fields below.

Name \_\_\_\_\_ Title \_\_\_\_\_

School/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State TN Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Purpose of books \_\_\_\_\_

Number of children who will receive books \_\_\_\_\_

Are you a (choose one):  Non-Profit  Title 1 School  Other  
 If "other", please explain: \_\_\_\_\_

\*Schools and organizations receiving books from Book'em must serve at least 50% low-income youth. Please verify that you meet this requirement by initialing the space provided: \_\_\_\_\_

Please indicate the number of books needed in the blanks provided.

Reading Level	English	Special Requests		
		Category	Children	Adult
Infant/Board Books		Religious/Christian		
Pre-K/Kindergarten		Religious Holiday- Christmas, Easter or Chanakuh (please circle one)		
1 <sup>st</sup> /2 <sup>nd</sup>		Holiday (Valentines Day, Easter, Halloween, Thanksgiving, Christmas)		
3 <sup>rd</sup> /4 <sup>th</sup>		Miscellaneous (Activity books, Self-Help, Travel, Cookbooks, Décor, etc.)		
5 <sup>th</sup> /6 <sup>th</sup>		<i>Please indicate Holiday or Miscellaneous type requested below</i>		
7 <sup>th</sup> /8 <sup>th</sup>				
High School (9 <sup>th</sup> -12 <sup>th</sup> )				
Adult				

Total Books Requested \_\_\_\_\_ When do you need these books? \_\_\_\_\_

Contact the Book'em office (615/255-1820 or books@bookem-kids.org) to coordinate a definite pick up date and time. Pick up books at: Book'em, 161 Rains Avenue, Nashville, TN 37203.

FOR OFFICE USE

INF/BB	PreK/K	1 <sup>st</sup> /2 <sup>nd</sup>	3 <sup>rd</sup> /4 <sup>th</sup>	5 <sup>th</sup> /6 <sup>th</sup>	7 <sup>th</sup> /8 <sup>th</sup>
HS	ADLT	BI	HOL	REL	MISC
TTL SUPPLIED	PICK UP DATE / /			INV / /	