



DCL Direct
Call. Click. Connect.
303-791-READ
 DouglasCountyLibraries.org

Temporary Reference Teacher Request Form

We are pleased to assist you in providing resources for your students. If we know ahead of time, we can make sure we have materials available for reference resources. Please fill out all areas of this form and call, deliver or fax to your school liaison or to the children’s department of the library you wish to use. All items within a Temporary Reference collection may not be checked out while in this status.

**Two weeks advance notice is required for a
Temporary Reference collection to be made available.**

Teacher Name _____

School _____ Grade _____

Email _____

Phone _____

Please describe the assignment with specific topics and length: or attach the assignment to this request.

Please list the types of resources desired for your students

Regional Libraries
Highlands Ranch Library
 9292 Ridgeline Blvd.
 Highlands Ranch, CO 80129-2378
 Fax 720-348-9525

Neighborhood Libraries
Lone Tree Library
 8827 Lone Tree Pkwy
 Lone Tree, CO 80124-8961
 Fax 303-799-4275

Part-Time Libraries
Louviers Library
 Louviers Village Club House
 Louviers, CO 80131-9900

Parker Library
 10851 S. Crossroads Dr.
 Parker, CO 80134-9081
 Fax 303-841-7892

Roxborough Library
 8357 N. Rampart Range Rd.
 Suite 200
 Littleton, CO 80125-9365
 Fax 720-981-9951

Cherry Valley Elementary School

Philip S. Miller Library
 100 S. Wilcox St.
 Castle Rock, CO 80104-1911
 Fax 303-688-7710



DCL Direct
Call. Click. Connect.
303-791-READ
 DouglasCountyLibraries.org

Classroom Sets

Teacher Request Form

This service allows sets of books and other appropriate materials to be checked out by teachers for use in classrooms. We may be limited on the number of items available, depending on the subject. When all materials are gathered you will be notified by telephone and email. The materials will be held for you on the Self Pick Up or Materials On Hold shelf. The items will stay on the hold shelf for six days. You may call 303-791-READ and ask to be connected with a children's librarian at your library to discuss suggestions.

Two weeks advance notice is required for Classroom Sets.

Date of Request _____ Pick Up Date _____

Teacher Name _____ Library Card # _____

Email _____ Phone _____

School _____ Grade _____

Reading levels suggested for your classroom K 1 2 3 4 5 6 7 8 9 10 11 12

Do you want?	Yes	No	Minimum # of Items	Maximum # of Items
Fictional picture books				
Fictional chapter books				
Nonfiction books				
Audiobooks				
DVDs				
List of pertinent databases?				

Topics and/or Specific Titles

Regional Libraries
Highlands Ranch Library
 9292 Ridgeline Blvd.
 Ranch, CO 80129-2378
 Fax 303-799-4275

Neighborhood Libraries
Lone Tree Library
 8827 Lone Tree Pkwy
 Lone Tree, CO 80124-8961
 Fax 720-348-9525

Part-Time Libraries
Louviers Library
 Louviers Village Club Highlands
 Louviers, CO 80131-9900

Parker Library
 10851 S. Crossroads Dr.
 Parker, CO 80134-9081
 Fax 303-841-7892

Roxborough Library
 8357 N. Rampart Range Rd.
 Suite 200
 Littleton, CO 80125-9365
 Fax 720-981-9951

Cherry Valley Elementary School

Philip S. Miller Library
 100 S. Wilcox St.
 Castle Rock, CO 80104-1911
 Fax 303-688-7710



DCL Direct
Call. Click. Connect.
303-791-READ
 DouglasCountyLibraries.org

Book A Library Tour Request Form

We look forward to meeting your students and giving them a personal tour of the library. You may also choose from other services listed below. Tours take between 20 and 40 minutes, but may be longer depending on requested services.

Two weeks advance notice is required for a Library Tour

Preferred Date _____ Preferred Time _____ Alternate Date _____ Alternate Time _____

Name of Contact Person _____ Organization _____

Phone Number _____ Email _____

How would like us to contact you? Circle One: Phone Email

Please check which services you desire:

- Tour of Children’s Area
- Tour of entire library
- Story –if yes, what theme? _____
- Catalog Search Overview
- Database Overview
- Meeting room reservation (Meetings rooms may not be available.)
If yes, how long? From _____ to _____.
- Checking out materials

Please note: If you want your group to check out books or other materials, each member will need a library card. Youth can get their own library card at GetACard.org.

Number of people in your group _____ Age range _____ Adults per children _____

Please arrange for one adult per 5 children for groups with students 12 and younger.

What is the purpose of your visit? Please indicate any special requests.

***** Staff Only *****

Name of staff completing form _____ Date _____

Confirmation sent: Date _____ Phone _____ Email _____

Name of staff assigned to this tour: _____

Regional Libraries
Highlands Ranch Library
 9292 Ridgeline Blvd.
 Ranch, CO 80129-2378
 Fax 303-799-4275

Neighborhood Libraries
Lone Tree Library
 8827 Lone Tree Pkwy
 Lone Tree, CO 80124-8961
 Fax 720-348-9525

Part-Time Libraries
Louviers Library
 Louviers Village Club Highlands
 Louviers, CO 80131-9900

Parker Library
 10851 S. Crossroads Dr.
 Parker, CO 80134-9081
 Fax 303-841-7892

Roxborough Library
 8357 N. Rampart Range Rd.
 Suite 200
 Littleton, CO 80125-9365
 Fax 720-981-9951

Cherry Valley Elementary School

Philip S. Miller Library
 100 S. Wilcox St.
 Castle Rock, CO 80104-1911
 Fax 303-688-7710