

PROJECT COOPERATE

The Moffat Library of Washingtonville

Help us to help you! Please use this form to notify the Moffat Library when you are planning your curriculum units so we can get you the materials you need when you need them. Fill in as much information as you feel is necessary for the library staff to best assist you.

Teacher(s) _____ School _____

Phone _____ Grade/Ages _____ # of Students _____

Subject (be specific) _____

Materials Needed: _____ Fiction Books (picture books, easy readers)

_____ Non-Fiction Books (informational)

_____ DVDs

_____ Big Books _____ Music CDs

If you have specific titles in mind, please list them on the back of this form.

Date Unit Begins _____ **Date Unit Ends** _____

***The library needs this information at least one week before your unit begins.**

Please Note:

The library reserves the right to limit the number and loan period of items you may borrow. An institutional library card must be used and will be kept at the circulation desk. The Moffat Library is bound by the rules of the Ramapo Catskill Library System. Therefore, we must deny borrowing privileges when your online record denotes \$10.00 dollars in accrued fines.

Please return this form to the Circulation Desk, FAX to 496-6854, e-mail to ekinney@rcls.org or mail to:

**The Moffat Library of Washingtonville
6 West Main St.
Washingtonville, NY 10992**

Are there other ways we can work together? Just let me know. Thank you!

Emily Kinney, MSIS
Youth Services Librarian
ekinney@rcls.org
(845) 496-5483 x 327

For Staff Use Only: Date Rec'd _____