

School library book request form

Complete sections 1–3 and give the form to the school librarian. Leave section 4 for the library.

1. Who is requesting?

Name	Class / role
Contact email (if used)	Request date

2. Book details

Book title	Author
Edition / year (if known)	ISBN (optional)

3. How will you use the book?

Reason for requesting this title	
Preferred format: Print / Ebook / Either	Date needed (if relevant)

4. Library response

Response: Available / Ordered / Not available	Reply / follow-up date
Librarian name	Notes / alternative title